

REQUEST FOR PROPOSAL

REGARDING PRINTING OF "S.T.T.I TRAINING MODULE"

Name of Client

**Secondary Teachers' Training Institute
G.C.E.R.T. Campus, Sector-12,
Gandhinagar**

Ph. No. 79-232-46511 / 232-46512

**SECONDARY TEACHERS' TRAINING INSTITUTE
G.C.E.R.T. CAMPUS, SECTOR-12
GANDHINAGAR
PACKAGE NO: S.T.T.I. TRAINING MODULE /2014-15**

SCHEDULE OF TENDERING

1	Bid Reference	S.T.T.I. TRAINING MODULE /2014-15
2	submission bid	10/11/2014 at 15:00 Hrs.
3	Document fee	Rs. 500/- in the form of DD in favour State Project Director, SSA Mission, Gandhinagar.
4	Bid Security	Rs. 10,500/- in the form of DD in favour State Project Director, SSA Mission, Gandhinagar.
5	Pre Bid Meeting	30/10/2014 at 12:00 Hrs.
6	Technical bid opening date	10/11/2014 at 16:00 Hrs.
7	Place of Pre-bid meeting, submission of document in physical form display or specimen sample of paper opening of technical & commercial bids	Office of the State Project Director, State Project office, SSA Mission Sector – 17, Gandhinagar.

**INVITATION FOR THE TENDER FOR THE PRINTING OF S.T.T.I
TRAINING MODULE**

Date: 20/10/2014

To,

Subject: Request for proposal regarding Printing of STTI Training Module

Dear Sir / Madam,

1. You are here by invited to submit technical and financial bids for following printing work.

Name of Training Module	Specifications			Quantity	Delivery Period	Place of Delivery
	Inner Pages (Single color)	Cover Pages (4-color)	Total Page			
1	2	3	4	5	6	7
1.English	88	4	92	1500	As per Annexure-C	STTI, Sector-12, Gandhinagar
2.Maths	64	4	68	1500		
3.Social Science	60	4	64	1500		
4.Science & Technology	64	4	68	1500		

Above : Sr. No. 1 to 4 – Module's specifications

Cover Page :

- Pages : 4
- Color : Four Color
- Paper : 210 gsm, Art Card Both Side Glossy Coated

Inner Page :

- Pages : As per above details (colm. 2)
- Color: Single color
- 80 gsm , A-Grade white maplitho
- Size : 8.5 x 11 inch (finished)
- Binding : Center Pin (Two Pin)
- Packing : 1 packet of **100 modules** for each type of modules with module size top bottom book size straw size with strapping patti and label of STTI

2. Bid Price

- a) The contract shall be for the full quantity as per description mentioned above.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) Rate quoted should be inclusive of sale and other all taxes, transportation, packing, folding, cutting, charges.

3. Each bidder shall submit only one Tender.

4. Validity of Tender

Tender shall remain valid for a period not less than 90 days after the deadline date for bid submission specified in e-tendering schedule or in exceptional circumstance any longer time limit mutually agreed by both bidder & employer.

5. Evaluation of Tender

- 5.1 The employer will evaluate and compare the tender determined to be substantially responsive i.e., which are properly signed and conformed to the terms and conditions and specifications.
- 5.2 The second part the commercial bid will be opened only of the technically qualified bidders. The bidders who have not qualified technically his commercial bid will not be opened under any circumstances.

6. Award of contract

The Employer will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price. total amount will be considered while deciding L1. If required, the employer reserves the right to negotiate the prices, with 1st lowest Evaluated responsible bidder only.

- 7. Not with standing the above, the employer reserves the right to accept or reject any or all tender and to cancel the bidding process, prior to the award of contract.
- 8. The bidder whose bid is accepted will be notified for the award of contract by the Employer prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 9. The bidder has to submit his bid in two cover in one envelope i.e. (1) Technical bid. Bidder has to submit all important documents in Technical bid (tender, D.D. of tender fee & E.M.D., Sample of paper etc. & (2) Commercial Bid. Bidder has to submit his price **Annexure –A. in Commercial bid.**

10. Tender Fee

The bidder shall furnish, as part to his Document fee, an amount as shown in tendering schedule for this work. The Document fee shall be in the form of D.D. in favour of State Project Director, SSA, Gandhinagar.

11. Bid Security :

- 11.1 The bidder shall furnish, as part to his bid, an amount as shown in tendering schedule for this work. The Bid Security shall be in the form of D.D. in favour of State Project Director, SSA, Gandhinagar.
- 11.2 Any bid not accompanied by an acceptable bid security as indicated sub clause 11.1 above shall be rejected by Employer as non-responsive.

12. Performance Security

- 12.1 The successful bidder will be required to furnish performance security amounting to 5% of the contract value in the form of D.D. in favour of C/o. ORDI PMNR OF QUA ENHE PROGR, Gandhinagar within 03 days receipt of work order and shall have execute agreement with employer.
- 12.2 Failure of the successful bidder to comply with requirements of sub clause 12.1 shall constitute sufficient grounds for cancellation of award and forfeiture of the bid security.
- 12.3 The performance security furnished by the bidder in respect of his bid will be returned to him at the end of 3 months subject to the satisfactory performance of the contractual obligations.

13. Payment :

- 13.1 Bidder has to produce the bill of paper used of approved paper mill.
- 13.2 Payment will be made after production of receipt for delivery of S.T.T.I. Training Module as a proof of delivery by concern authority of S.T.T.I., Gandhinagar.
- 13.3 Payment will be made by S.T.T.I., Sector-12, Gandhinagar.

14. Specimens :

- 14.1 Specimen of paper attached should be of approved mills listed in Annexure-B
- 14.2 If Bidder has not mention specification of the paper i.e. GSM ,name of paper mill, type of paper etc on the sample, tender will be treated as non responsive.
- 14.3 Bidder can submit sample of any approved mill but he has to use the paper as per the sample only.

14.4 At any corner of material bidder has to print specification of Page i.e. gsm, type of paper and name of the paper mill, otherwise payment will not be made.

- 15. Bidder has to finalize the proof from concerned officer of S.T.T.I. Office within 2 days of the work offer and get duly signed & dated Certificate by S.T.T.I.

16. Penalty

- 16.1 If the contracted assignment is not completed in full within the period as stipulated in the Contract Agreement, a penalty at the rate of 0.5% of the value of remaining quantity will be levied per week from the date of expiry of the stipulated period. The total amount of penalty shall not exceed 10% of the contract value. The Contract may be terminated at the discretion of the Employer and at the risk and cost of the bidder.

- 17. The quantity & printing text pages as well as no. of module shown in the tender is an approximate, it may be **vary as per our requirement**. Payment will be made proportionately.

18. Quality

- 18.1 Bidder has to fulfill all the quality parameters of the paper, printing and bindings.
 - 18.2 The Employer will appoint **M/s S.G.S. India as 3rd Party Consultants his authorize person Mr. Tarang (o) 60603100** will carry out testing for all the parameters of paper, printing & Bindings.
 - 18.3 50% of testing charge shall be borne by the employer in case of satisfactory result; in case of the failure 100% testing charge shall be recovered from bidder.
 - 18.4 Bidder has to contact 3rd Party Consultant before delivery of the S.T.T.I. Training Module and get the testing report. He shall deliver the S.T.T.I. Training Module only after receiving satisfactory report from 3rd Party Consultant.
- 19.** Rate may be valid for 9 months of expiry of present empanelment or the time schedules this work whichever is earlier..
- 20.** The Employer reserve the right to allot 50% additional work ar approved rate.

Invitee member

Invitee member

State Project Engineer

Finance & Accounts Officers

ANNEXURE-A

Price Bid

Name of Training Module	Specifications			Quantity	Rate for Unit		Amount Rs. (col. 5 x 6)
	Inner Pages (Single color)	Cover Pages (4-color)	Total Pages		In Figure	In Word	
1	2	3	4	5	6	7	8
1.English	88	4	92	1500			
2.Maths	64	4	68	1500			
3.Social Science	60	4	64	1500			
4.Science & Technology	64	4	68	1500			
Total							
Rs.							
Rs. In words							
<p>Above : Sr. No. 1 to 4 – Module’s specifications</p> <p><u>Cover Page :</u></p> <ul style="list-style-type: none">➤ Pages : 4➤ Color : Four Color➤ Paper : 210 gsm, Art Card Both Side Glossy Coated <p><u>Inner Page :</u></p> <ul style="list-style-type: none">➤ Pages : As per above details (colm. 2)➤ Color: Single color➤ 80 gsm , A-Grade white maplitho➤ Size : 8.5 x 11 inch (finished)➤ Binding : Center Pin (Two Pin) <p>Packing : 1 packet of 100 modules for each type of modules with module size top bottom book size straw size with strapping patti and label of S.T.T.I.</p>							

Date :-

Signature :-

Note: (1) Price should be inclusive all taxes.
(2) Total Amount of column no.8 will be considered while deciding L1

ANNEXURE-B

LIST OF PAPER MILLS WHOSE PAPER CAN BE USED

Sr. No.	"A" Group Mill
1	J. K. Paper Mills Ltd.
2	The west coast Paper Mills Ltd.
3	Hindustan Paper Corporation Ltd.
4	Bellarpur India Ltd.
5	Andhra Pradesh Paper Mills Ltd.
6	Tamil Nadu Paper Mills Ltd.
7	Seshasayee Paper & Boards Ltd.
8	Orient Paper Mills

Note:-

- (1) Bidder has to submit the sample of paper with specification, i.e. gsm, type of paper, name of paper mill with sign. & seal with technical proposal otherwise tender will be treated as none responsive. And he has to use same paper in the material as per sample only.

Sign & Seal of the Bidder

ANNEXURE-C

TIME SCHEDULE FOR

PRINTING OF STTI TRAINING MODULE

Sr. No.	Particular	Nos. of Days for work	Total days for work
1	Work Order	W.O.	
4	Proof Reading	02	W. O.+ Proof Reading (02)
5	Printing of Materials	04	W. O.+ Proof Reading (06)
6	Testing materials & Receive its Report	02	W. O.+ Proof Reading + Printing of Materials + Testing materials & Receive its Report (8)
7	Supply the materials	01	W. O.+ Proof Reading + Printing of Materials + Testing materials & Receive its Report (09)

Note:

Above Time Schedule is suggested but bidder has to supply the materials on or before 09 days from the date of Work Order otherwise penalty will be levied as per tender clause No.18.