

**H.P. TAKNIKI SHIKSHA BOARD, DHARAMSHALA-176057**

**SHORT TENDER NOTICE**

H.P.Takniki Shiksha Board invites bids from eligible firms/companies/Govt. Agencies for the following work:

Sr. No.	Name of work	Last date for receiving the tender in the Board Office	Date & time of opening	
			Technical Bid	Financial Bid
1	32 pages Answer Books with OMR title pages(printing & supply)	24.03.2023 upto 1:00 P.M.	24.03.2023 upto 3:00 P.M.	25.03.2023 upto 3:00 P.M.

Tender document can be obtained from Office of undersigned on cash payment of Rs. 500/- (on Board Counter) and Rs. 550/- by post on any working day upto 24.03.2023. The tender document can also be downloaded from the Board website: "[www.hpotechboard.com](http://www.hpotechboard.com)" without cost. Tender received after due date, time and without Earnest Money will be summarily rejected.

  
SECRETARY



**HP TAKNIKI SHIKSHA BOARD, DHARAMSHALA -176057.**

**TENDER DOCUMENT.**

H.P. Takniki Shiksha Board invites tender from the reputed and experienced Government agencies/ Firms/ Companies who have been involved in manufacturing of such jobs since last three consecutive years to submit the rates for the printing and supply of 32 pages answer-books with OMR Title Page as mentioned below in two separate sealed envelopes :

- (a) Technical Bid and**
- (b) Financial Bid**

The complete tender in all respect must be submitted in the Board Office on or before 24.03.2023 upto 1.00 PM. Technical Bid will be opened on the same day i.e. on 24.03.2023 at 3.00 PM and Financial Bid will be opened on 25.03.2023 at 3.00 PM. The tender is invited for providing services as per the detail of work given below: Detail of Work:-

1. Designing, Printing and supply of 32 pages answer-books with OMR Title Page:

- (a) The bidders will have to print and supply 32 pages answer-books with OMR Title Page by coding serial numbers as allotted by Board Office. Serial Number 1 to 32 are to be printed on the pages of the answer books. The Board Office will offer the requirement for the printing and supply of the aforesaid jobs to the firm before 30 days from the commencement of examinations from time to time and thereafter, the firm will have to supply the answer-books within the period of one month to the Board Office from the date of issue of supply order.
- (b) The firm will have to pack 100 number answer-books in each box by writing the serial number on the box in bold legible figures which are to be put in the boxes. There should be no variation or any kind of error for putting the answer-books in the boxes and writing the same serial numbers on the boxes such as :
  - i). If Bar code do not match.
  - ii). If serial numbers are different.
  - iii). If perforation is not proper & Track is not readable.

If any such discrepancy is found, the same would be treated as serious error and penalty @ Rs. 20/- per sheet will be imposed which would be deducted from the bill of payment. So, the firm will have to take the utmost care during the packing of answer-

books in the boxes. The packed box of answer-books must be in moisture proof packing.

(c) The F.O.R. would be at H.P.T.S.B. Dharamshala.

(d) If firm will fail to supply the answer-books within the specified period in the Board Office, the penalty @ 1% per day on the total amount of the supply order and maximum 25% of the total amount will be imposed for the delayed period. If delay period exceeds beyond 10 days, the security money will be forfeited.

2. Size of **32** pages answer-books with OMR title page to be printed and supplied:

- i) Length = 30 cms.
- ii) Width = 21 cms.
- iii) OMR title page length = 35 cms will be overlapped to insert all the pages of answer-books and will be sewed with thread.
- iv) OMR Title page will be designed and printed on both sides. The instructions for students on the back side of OMR title page will be printed with red ink. Rest of the pages will be marked lines. The specimen of the answer-book can be seen in the Board Office on any working day.
- v) Type of paper to be used- 60 gsm- 65 gsm  
Title page I- 100 gsm-120 gsm  
Title page II- 100 gsm-120 gsm
- vi) Time Track on all the parts to read optical marks in Part I,II,III & IV
- (vii) Dotted stamp " HPTSB" on all pages.
- (viii) Right margin mark for giving score on all pages.
- (ix) Printing sample of OMR Title Page can be changed as per requirement of the Board. (The images of samples are attached).
- (x) Bar code on both the title covers is very important i.e. Part- I, II,III,IV and V should be same.  
Sample of OMR title pages enclosed

### **3. Maintaining of Secrecy:**

The matter of answer-books is of very confidential nature as these are used for the purposes of examinations. Hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only the quantity of answer-books as determined by the Board Office from time to time. To this effect, the firm will also

submit the certificate to the Board Office stating therein that as per the quantity fixed by the Board Office, the quantity of answer-books has been printed and supplied accordingly. There should be no misuse of any answer-book in any place or institution. If such lapses will come into the notice of this Board, the contract of printing and supplying of answer-books awarded to the firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills and the security money deposited in the name of the Secretary shall also be forfeited. The firm which will be selected for this job, will have to complete this sensitive work itself by maintaining the entire secrecy and will not assign/transfer to any other firm.

#### **4. GENERAL CONDITIONS FOR BIDDING:**

1. **EARNEST MONEY:** An earnest money Rs. 20000/- shall be deposited in the form of Demand Draft, Pay Order payable to the Secretary, H.P. Takniki Shiksha Board, Dharamshala, failing which the Tender/Quotation will be rejected straightway.

2. **Performance Security:** Performance Security amounting of Rs. 1.50 Lacs shall be deposited on the award of the contract in the form of an account payee Demand Draft or duly pledged Fixed Deposit or Bank Guarantee from a commercial Bank, as the case may be payable to the Secretary, H.P. Takniki Shiksha Board, Dharamshala, failing which the Tender/ Quotation will be rejected straightway

3. **DETAILS OF WORK:** A firm will have to supply OMR Answer Sheets in two different session i.e. May-2023, November-2023.

#### **4. TECHNICAL BID:-**

Firms/ Companies are required to quote rate as per specification as defined in the tender form in two separate sealed envelopes superscribed " Technical Bid - for Printing and Supply of the Answer-books with OMR title cover".

(A) The bidders should satisfy following conditions as pre requisites for submission of bids:

(i) The bidders should be a Government Agency or an Agency registered as private or public limited company and should have minimum manufacturing experience of last 03 consecutive years for handling such jobs.

(ii) The bidders should have a minimum gross turnover of at least Rs. 50 Lacs for the last financial year duly audited by the Chartered Accountant) authenticating agency of related activities.

(B). The bidders have to furnish the following information along with the supporting/required documents as an essential part of technical bid in the sealed envelope should super scribe "Technical Bid":-

- (i) Detailed business profile related to such activities.
- (ii) Companies are required to give evidence of having successfully undertaken similar projects .
- (iii) Audited balance sheet of the year 2021-22 alongwith Net Worth Certificate from statutory Auditor of the organization/ company.
- (iv) An Earnest money Rs. 20,000/- shall be deposited in the form of demand draft/pay order payable to The Secretary, H.P.Takniki Shiksha Board, Dharamshala, failing which the tender/ quotation will be rejected straightway.
- (v) Proof of Tender Document cost amounting to Rs. 500/-deposited vide B.D.No. and date / Board Receipt No. No cost for downloaded Tender.

**5. FINANCIAL BID:** The Financial bid of only those firms/ agencies will be opened whose technical specifications will meet our requirement satisfactorily.

Firms/Companies are required to quote the rate per answer book as per the detail of work mentioned above in the sealed envelope super scribed " Financial Bid - for Printing and **Supply** of Answer-books with **OMR** title cover".

The taxes such as service tax, VAT, GST etc. if charged as per rules are to be mentioned clearly. Not mentioning of any taxes will automatically be considered as inclusive.

**PLEASE NOTE:**

Hypothetical and conditional quotations will not be entertained.

**6. EXTENSION OF CONTRACT:** The One-year period of contract will commence from the date of issuing of the work order which can be extended for further one year subject to the satisfactory performance.

**7. TERMS & CONDITIONS:** The bidders are required to offer explicitly the payment terms that shall remain mutually negotiable; however the decision of the Secretary of the Board shall be final and implied upon. Other Printed terms and conditions of the tenders of agencies will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. HPTSB reserves the right to accept or reject them and will not be bound to give reasons for his refusal to consider the tender with such deviations.

8. **MODE OF PAYMENT:** The payment will be made through cheque 100% after the successfully completion of each job (Examination) within one month after the competition of examination if no discrepancy is found in the answer-books.

9. **GENERAL CONDITIONS ON AWARD OF WORK:**

1. Firm/Company, which gets the award of work order, will be required to submit a Performance Security amounting of Rs. 1.50 Lacs with the Secretary, H.P. Takniki Shiksha Board.
2. The Firm/ Company shall not sub-contract or assign all or any part of the work to any third party.
3. The decision of the Secretary in regard to the acceptance or otherwise of the bids will be final and binding.
4. The entire work is of a time bound nature and the firm will have to execute work as per the agreed schedules as will be specified from time to time.
5. Board may negotiate with the successful parties.
6. For any dispute arising out of it the courts at Dharamshala only shall have the jurisdiction.
7. The earnest money of the tenderer whose tenders are not considered will be refunded within 15 days without opening financial specifications (Financial Bid).
8. The Secretary of the Board reserves the right to accept or reject any or all the tenders without assigning any reason thereof and in all the matters his decision shall be final.
9. The party shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, the Secretary of the Board will have the power to take action including imposing the penalty as he deems proper.
10. In case of any delay in the job, the party concerned will be responsible and The Secretary of the Board will have the power to impose penalties as specified in this Tender document or as he deems proper. The Party concerned will have to abide by the decision of the Secretary of the Board.
11. For every erroneous/ torn record(s) (per answer-book) in prophase, deductions will be made at the rates as prescribed in the tender document.
12. If a firm refuses to do the allotted work or delays working unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money/ bank guarantee is liable to be forfeited. In such a case decision of the Secretary will be final and binding.

13. After completion of work in all respects the firm will have to furnish a certificate, along with submission of bill that they have not misused Board's data in any form and no extra answer-book has been printed.
14. The firm shall treat Board's data for printing the answer-books as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party liable to legal action and other damages as may be fixed by the Secretary of the Board.
15. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to sole arbitrator, Chairman of the H.P. Takniki Shiksha Board, Dharamshala whose decision shall be final and binding.
16. Firm/Company, which gets the award of work order, will be required to submit a copy of OMR Answer sheet as a Sample for official record.
17. The payment will be made after the written answer sheets are scanned at the Board level and mistakes if any, noticed/ recorded.

  
**SECRETARY,**  
**H.P. Takniki Shiksha Board,**  
**Dharamshala.**



**TENDER FORM**  
**TECHNICAL BID.**

(To be submitted separately in sealed envelope)

1. Name of firm with complete address .....

Phone No .....

Fax No .....

E-mail .....

Web site .....

2. Year of establishment (attach proof).....

3. Whether Govt. Agency/ Public Ltd./Pvt. Ltd.:-(attach proof)

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4. Annual turnover in crore:2021-2022(Attach proof, duly authenticated by CA)

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5. Whether income tax payee (duly audited by the  
C.A./authenticated agency) Yes/No  
(Attach I.T. clearance)

6. Since when performing the related jobs of printing and supply of the answer-books  
with OMR title page.

7. Past experience of processing the Printing and Supply of answer-books with OMR  
title page .....

8. Profession support available:

Name of office/ Board/ Universities handling projects	Experience	Proof be attached.

9. Number of answer-books with OMR title cover printed in the last 03 years (since  
2018-2021)

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10. Tender form cost amounting to Rs ..... deposited vide B.D. No,  
B.R. /No ..... dated.....  
(No cost if tender is downloaded)
11. Net worth of the company/ firm(in crore: .....
12. Earnest money deposited vide DD No.....Name of Bank.....  
dated.....Board Receipt No..... Dated.....
13. Sample of paper to be used be enclosed (For title page and inner pages):

Certified that the aforesaid information are true to the best of my knowledge and belief. In case of any false statement observed later on, I/ We shall be liable for the consequences.

Dated:

Signature  
(With Officer Seal)

**FINANCIAL BID.**

(To be submitted separately in sealed envelope)

To be submitted by the tenderers for the printing and supply of 32 pages answer-books with OMR Title Cover.

<b>Sr. No.</b>	<b>Particulars of works</b>	<b>Rate per answer-book</b>
1.	For the printing and supply of 32 pages answer-book with OMR Title Cover.	
2.	GST if any.	
3	Total (1+2) Rs.	

Dated:

Signature  
(With Officer Seal)