NOTICE

Quotations are invited to quote rates for Printing of Hand Books and submit the same to this office in a sealed cover super scribed as “Quotation for Printing of Hand Books” on or before 20\textsuperscript{th} January 2020 at 3:00 p.m. The quotations will be opened on the same day at 04:00 p.m.

Specifications for Printing of the Hand Books:

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Size and Quality</td>
<td>A4 (Glossy)</td>
</tr>
<tr>
<td>Cover Page (Front and Back)</td>
<td>300 GSM</td>
</tr>
<tr>
<td>Other Pages</td>
<td>150 GSM</td>
</tr>
<tr>
<td>Total pages including cover pages</td>
<td>161 Pages</td>
</tr>
<tr>
<td>4 color offset printing</td>
<td></td>
</tr>
</tbody>
</table>

Terms and conditions are enclosed alongside.

(Vandana Rao, IAS)
Director Education
1.1 Scope of Work

1.2. Eligibility Criteria for the Bidder
The Bidder shall fulfill the following eligibility criteria and shall submit documentary evidence in support of fulfillment of these criteria, while submitting its bid. Failure to comply with these requirements may result in the bid being rejected.

A. The application should accompany the following documents:

i. Attested copy of valid firm Registration Certificate.

ii. Attested copy of PAN Card.

iii. Attested copy of GST Registration.

iv. All Annexure to be filled, signed stamp; affixed with office seal and to be submitted along with technical documents.

1.3. Terms & Conditions for the Bidder

1. The bidder should not be blacklisted by State/central agencies/departments

2. The Bidder is expected to carefully examine all instructions, forms, Annexure, Specifications and Terms & Conditions contained in the quotation Document. Failure to furnish all information required in the quotation Document, or submission of a bid not substantially responsive to the quotation Document in every respect, will be at the Bidder’s risk and may result in the bid being rejected.

3. The Contract shall remain valid for a period of one Year from date of issue of Work Order. The contract period shall end on the closing hours of the validity date.

4. The responsibility of the successful bidder will be to supply strictly in accordance with the requirement and terms & conditions of this quotation.

5. The Successful bidder cannot refuse to supply the item. Refusal shall be violation of the Terms & Conditions of this quotation, and may lead to blacklisting of the bidder.

6. The Successful bidder shall deliver the ordered item(s) within 15 days from the date of receipt of confirmed Supply Order.

7. The Bidder should neither have any pending case(s) with GoG, nor be blacklisted / barred by GoG, and the same should be declared by the Bidder in the undertaking. The Bids received without this undertaking may result in the bids being rejected.
8. The Directorate of Education may, at its discretion, extend the deadline for submission of bids by issuing corrigendum or cancel the full procedure at any given time. Late submission will not be entertained. Last minute submission should be avoided. As such, Directorate of Education will not be responsible for any failures in submission of bids.

9. The bid must be valid for 90 working days from the date of opening of the Quotation. However, the Directorate of Education may, at its discretion, extend this period for another 30 days, and the same shall be applicable to the Bidders.

10. The responsibility of the successful bidder is to supply brand new item. In case, the supplied item is found damaged in transit or otherwise, the same will not be accepted at all. Similarly, if the item does not confirm as per the required Specifications of the quotation, the same shall be rejected. The Successful bidder shall collect the rejected item from DOE at his cost and DOE shall not be responsible to deliver the same to the Successful bidder. Further, the Successful bidder shall replace the rejected item at his own cost within the agreed time limit by both the Parties.

11. The items supplied by the successful bidder will be checked by DOE in accordance with the specifications of the quotation, before releasing payment to the successful bidder. No advance or part payment shall be made to the successful bidder prior to verification.

12. During the validity period of the Supply Order, if the quoted item becomes unavailable in the market, the Successful bidder will be bound to supply the next higher version at the same price at which the quotation rate is fixed, after written intimation to DOE and DOE subsequent confirmation for the same.

13. The bidder is required to quote. (Unit price)

14. The lowest evaluated valid quotation (L1) will normally be selected.

15. DOE at its discretion reserves the right to accept, reject, cancel the quotation, relax any part of the quotation bid, or to extend the Contract without assigning reason thereof.

16. Canvassing in any form in connection with the quotation is strictly prohibited and the bids submitted by the Bidders who resort to canvassing are liable for rejection.

17. Incomplete or Conditional bids will be summarily rejected.
Terms Conditions for the successful bidder (Vendor)

1. The responsibility of the successful bidder will be to supply strictly in accordance with the requirement and terms & conditions of this quotation.

2. The Successful bidder cannot refuse to supply the item. Refusal shall be violation of the Terms & Conditions of this quotation, and may lead to blacklisting of the bidder.

3. The Successful bidder shall deliver the ordered item(s) within 15 days from the date of receipt of confirmed Supply Order.

4. If the Successful bidder needs extension of time period for execution of the supply order, he may apply for the same in writing to DOE with reasonable grounds within seven (7) days of the receipt of Supply Order. The extension of time limit shall be granted by DOE in writing if the reasons in such applications are found satisfactory. If the Successful bidder fails to give any such written intimation, it will be presumed that the Successful bidder has agreed to supply the items within the stipulated delivery time (15 days). If the Successful bidder fails to deliver the ordered within the extended time also, the bidder is liable to be blacklisted by DOE through DoIT.

5. In case the Successful bidder fails to supply the within the specified time limit of 15 working days giving no such written intimation, DOE shall either cancel the Supply Order or impose a penalty on the Successful bidder at 0.1% of the total cost of the books that remained to be supplied, for each day of delay after the due date and the same shall be deducted from the Successful bidder’s bill after delivery. Refusal shall be violation of the Terms & Conditions of this quotation, and may lead to blacklisting of the bidder. However decision of DOE will be final in this regard.

6. The responsibility of the successful bidder is to supply brand new item. In case, the supplied item is found damaged in transit or otherwise, the same will not be accepted at all. Similarly, if the item does not confirm as per the required Specifications of the quotation, the same shall be rejected. The Successful bidder shall collect the rejected item from DOE at his cost and DOE shall not be responsible to deliver the same to the Successful bidder. Further, the Successful bidder shall replace the rejected item at his own cost within the agreed time limit by both the Parties.

7. The items supplied by the successful bidder will be checked by DOE in accordance with the specifications of the quotation, before releasing payment to the successful bidder. No advance or part payment shall be made to the successful bidder prior to verification.

8. During the validity period of the Supply Order, if the quoted item becomes unavailable in the market, the Successful bidder will be bound to supply the next
higher version at the same price at which the quotation rate is fixed, after written intimation to DOE and DOE subsequent confirmation for the same.

**Specification of BOOK**

1. Total number of copies: - 1000
2. Paper size and quality: - 4A (GLOSSY)
3. Cover page (front and back): - 300 GSM
4. Other pages: - 150 GSM
5. Total pages including cover pages: - 161 pages
6. 4 color offset printing