

**Request for Proposal (RFP)  
for  
Selection of Agency for Printing and  
Supply of Bar Coded & QR Coded 32  
Pages Answer Books**

**RFP No.2121Dated 09.12.2022**



**STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL  
TRAINING, ODISHA (SCTE&VT)**

**Near Raj Bhawan, Unit-8**

**Bhubaneswar- 751012**

**Email Id: [secretarysctevt@gmail.com](mailto:secretarysctevt@gmail.com)**

**Website: [https:// sctevtodisha.nic.in](https://sctevtodisha.nic.in)**

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## 1 CRITICAL INFORMATION:

Bidders are advised to study the RFP document carefully before submitting their techno-commercial proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.

S#	Component	Details
1	RFP Number and Date	<b>No. 2121 Date: 09 / 12 / 2022</b>
2	RFP Document Fee (Non-refundable)	INR <b>5,000</b> (Rupees Five Thousand only) plus <b>GST-18% (Total 5,900)</b> Payable along with the bid document submission in shape of Bank Draft (Only) in favour of "Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar .
3	EMD (refundable)	Exempted as per Finance Department, Govt. of Odisha Office Memorandum <b>No.8484 dated 05.04.2022</b> . The Bidders shall have to execute a " <b>Bid Security Declaration</b> " in lieu of Bid Security with the stipulation that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender document.
4	Availability of Bid Document in the website <a href="https://sctevtodisha.nic.in">https://sctevtodisha.nic.in</a> under the section "Tender"	<b>12/12/2022</b>
5	Last date for receiving queries through e-mail: <a href="mailto:secretarysctevt@gmail.com">secretarysctevt@gmail.com</a>	<b>15/12/2022: 2.00 PM</b>
6	Schedule for Pre-bid meeting	<b>16/12/2022 : 3.00 PM</b>
7	Issue of Addendum / Corrigendum (if required)	<b>19/12/2022</b>
8	Last date and time for submission of Bid	<b>27/12/2022: 3.00 PM by <u>Speed Post</u></b>
9	Opening of Pre-Qualification-cum-Technical Bids	<b>27/12/2022 (At 4.00PM )</b>

RFP for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books

<b>S#</b>	<b>Component</b>	<b>Details</b>
10	Addressee and Address at which proposal in response to RFP notice is to be submitted:	Vice Chairman, SCTE&VT, Odisha, Near Raj Bhawan, Unit-8 Bhubaneswar-751012, Odisha.
11	Opening of Financial Bid	Will be intimated later

## **2 INTRODUCTION:**

### **2.1 About SCTE&VT:**

State Council for Technical Education & Vocational Training is the examining and certifying body of Polytechnics (Diploma colleges) in the State. SCTE&VT conducts examination evaluation & publishes in the Council portal. The main mission of SCTE&VT is to promote quality & innovation in technical education & vocational training and upgrade the technical institute into a Centre of Excellence of world standard through an industry-driven course curriculum.

### **2.2 Information on the RFP:**

State Council for Technical Education & Vocational Training, Odisha (SCTE&VT) invites Bids from agency for printing and supply of QR coded 32 pages answer books in SCTE&VT, Odisha.

Bidders may view and study the RFP document containing the detailed terms & conditions from the website <https://sctevtodisha.nic.in/en/> . The bids are to be submitted as per the procedure given in this document.

**Joint Venture or consortium or subcontracting in totality their part of the work is not allowed for the scope of work mentioned in the RFP.**

The response of RFP must be received not later than time, date and venue mentioned in the 'Critical Information' section. Bids that are received after the deadline **WILL NOT** be considered in this procurement process.

### **3 TERMS OF REFERENCE:**

#### **3.1 Objective:**

The purchaser proposes to identify the bidder who shall be engaged for printing and supply of Bar Coded & QR-coded 32 pages answer books for SCTE&VT, Odisha.

#### **3.2 Brief Scope of work:**

##### **A. Printing & Supply of BAR coded & QR Coded 32 Pages Answer Books with dynamic data on the front/cover page:**

- I. Bar Coded & QR Coded Answer Book shall be of 32 pages (Exchanging the current page)
- II. The front sheet cover page of the Answer Book should be of 100 GSM Maplitho Paper of A4 size from reputed mills having minimum 77 brightness as per IS standard.
- III. The serial number of each answer book should be chronologically printed on the front sheet in the place specified.
- IV. The front sheet should have a Bar-code and QR code with static & dynamic fields as per the sample attached in **Sample I** of the tender document containing the student's data provided by the State Council for Technical Education and Vocational Training, Odisha.
- V. The back side of the front sheet should have Instructions to students printed as per the sample attached in **Sample II** of the tender document.
- VI. The Answer Books shall be manufactured according to the specifications laid down by the State Council for Technical Education and Vocational Training, Odisha. The inner pages of the Answer Books should be non-absorbing **70 GSM Maplitho** white paper from reputed mills having minimum **77 brightness** as per **IS standard**. The Answer Book should be of **A4 size**, should contain **32 pages** and shall be cross ruled with ruling of **25 lines** in light colour as specified and a margin ruling of **3 cm** from the left and top.
- VII. Each inner page of the Answer book must have dynamic barcode specifying the incremental page no. along with page no and logo at specified places as per sample attached at **Sample-III** of the tender document.
- VIII. The Answer Book along with front sheet should be machine bold thread stitched (Stitching Machine for this should be Automatic or semi-automatic in nature) along the spine using good quality thread (**Minimum 5 stitches per inch**).

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- IX. Printing of Answer Book with front sheet: The printing of an answer book with front sheet refers to printing of static field as well as Dynamic field. The name of Council and the format as specified by the Council should be printed on the Answer Book as static field. The candidate specific information which shall be provided by the Council from time to time is herein after known as Dynamic field.
- X. The printing of static field shall be done in single colour. The printing of the dynamic field with candidate-specific information and the Bar-code & QR code should be printed with laser printer as per the specification given by the SCTE&VT(O).
- XI. The answer books are to be packed Institution wise, Semester wise, date & sitting wise along with a printed list in the same order in good quality firm Cartoon Box after wrapping it with butter cover papers.
- XII. The required data pertaining to the details of answer books shall be provided to the selected bidder once the bidder is on boarded. The same shall be given by SCTE&VT at the time of placing the order each time before each examination drive occurs.
- XIII. Answer books up to **5 lakhs** have to be delivered to all the Nodal Centres **within 12 days** from the date of data provided by SCTE&VT and for the supply of each additional one lakh answer books or part thereof, maximum of two more days shall be allowed.
- XIV. A sample of supplied answer book collected from the institution at random shall be sent to any of the govt. laboratory countrywide for quality testing purpose.
- XV. Upon issuance of certificate from the testing lab of satisfying the required quality as mentioned in the RFP/ Agreement payment shall be made. In the event of non-satisfying quality in such test report, penalty shall be imposed by SCTE&VT as per the terms & conditions.
- XVI. Depending on a deviation or deficiency, the decision taken by SCTE&VT is final and binding. No request for selection of specific laboratory testing shall be entertained. Besides this, the agreement shall be cancelled, and the bidder shall be blacklisted.
- XVII. The Selected bidder has to generate a barcode and QR code to be printed on the Answer books in his own hardware and software. No subletting of work or joint venture of any kind shall be allowed. As such examination data are confidential.

### **B. Delivery of Materials:**

- I. The packed Bar Coded & QR coded Answer Books are to be delivered at all Nodal Centres (**Approx 35 Nos**) located in each District of the State of Odisha at least before **04 days** of commencement of Diploma Examination with proper receiving








RFP for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books

stamp & sign of the concerned authority as per instructions of the SCTE&VT, Odisha.

- II. SCTE&VT, Odisha will provide the details of the Nodal Centres& their Contact persons who will receive the materials.
- III. The rate finalised shall be valid for a period of two years from the date of agreement which can be extended for one more year as per mutually agreed terms.

3.3 Sample-I

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### 3.4 Sample-II



## STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

### INSTRUCTIONS TO THE STUDENTS

Please read all instructions carefully before beginning to answer

1. Check the Answer Book thoroughly before filling in details. The Answer Book contains 32 pages excluding the Cover page. If Answer booklet is defective report it immediately to the invigilator.
2. Check the details of your particulars in Part-II of the Cover page. i.e. Name, Registration No., Examination, Subject name, subject code etc. If the information printed in the Cover page does not match with your data report it immediately to the invigilator.
3. You have to sign in the box specified in Part-II after verifying your particulars.
4. You are instructed to use only blue or black ball point pen for answering
3. Ensure that the Cover page Barcode Sheet is properly secured to the Answer Booklet.
4. Do not write or tamper the Barcodes as they may affect marks allotted to you.
5. Students are prohibited from:
  - i. Writing their Registration No. or Name in any part of the Answer Booklet.
  - ii. Addressing the Examiner in any manner whatsoever in the answer booklet. If they do so, their answers will not be valued.
  - iii. Writing Mobile No., email id, or any other reference in the Answer Booklet
  - iv. Bringing Cell Phone/Mobile Phone/Programmable Calculators into the Examination Halls.
  - v. Putting any distinguishing mark/religious/any other symbol anywhere in the Answer Booklet.
6. Write the Question Paper Code of the Question in the specified box in Part-I of the Cover Page.
7. Write down the page no. of the last page written in the specified box in Part-II of the Cover Page.
8. The Answer Book contains 32 pages. One Answer Book will be given per subject. No Additional Sheet will be provided. You have to accommodate all your answers within these 32 pages only.
9. Do not write in the margins and outside the border of the answer booklet pages.
10. Strike out that you do not want to be evaluated. Do not tear out any part of the Answer Booklet.
11. All the bits of a question must be answered at one place.
12. Answer should be written on all pages of the Booklet except the Cover Page.
13. Candidates are not allowed to leave the Examination Hall during the first hour from the commencement of the Examination.
14. Candidates are not permitted to talk with each other in the Examination Hall. No one should try to give help to others or try seeking any help from others inside or outside the Examination Hall.
15. Candidates are not allowed to write anything on the question paper except the Registration No. at the specified place in the course examination.
16. Violation of any of the rules mentioned above by the students will render him/her liable of expulsion from the Examination Hall and imposition of such other penalty as deemed fit by the Council.
17. The Answer Booklet should be handed over to the Invigilator before leaving the Examination Hall.

Instructions to be printed on back side of the Front Sheet of  
Answer Book

3.5 Annexure-III

			1

**Design Layout of Inner page of Answer Book**

#### **4 INSTRUCTION TO BIDDERS:**

SCTE&VT, Odisha, Bhubaneswar invites sealed RFP for Selection of agency for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books in SCTE&VT, Odisha.

- I. There are two parts of Tender namely, **Technical bid and Financial bid**. The bidder is required to fill out all the parts of Tender documents and place them in separate sealed envelopes which should be super scribed as(a)Technical Bid- **RFP NO.**& (b) "Price Bid- **RFP NO.**
- II. These envelopes should be placed in another sealed envelope and addressed to SCTE&VT (O) Bhubaneswar. The envelope must show the name of the bidder, address and should be super scribed as Selection of agency for Printing and Supply of **Bar Coded & QR Coded 32 Pages Answer Books** in SCTE&VT, Odisha, **RFP NO. 2121 Dated 09.12.2022** on the top of the envelope. In addition, outer envelope should indicate tender opening date.
- III. A non-refundable demand draft of **Rs.5900/- (Rupees Five Thousand plus GST 18%)**in favour of Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar payable at Bhubaneswar is to be submitted along with the technical bid towards the cost of the Tender document. Besides, the Bid Security declaration EMD as indicated later at **Clause 4.1 ( Bid Security Clause)** must be enclosed along with the Technical Bid document. Technical bid document not accompanying the requisite Tender document fee. and Bid Security declaration shall be considered as non-compliant, summarily rejected and will not be considered for further evaluation.
- IV. The sealed tenders will be opened at SCTE&VT, Odisha Bhubaneswar as per the schedule mentioned above in presence of the bidders or their authorized representatives as may desire to be present.
- V. Technically qualified bidders will be considered as successful bidders for price bid opening.
- VI. Bids shall be fully in accordance with the requirements of the general terms and conditions and the specifications attached hereto. Appropriate formats furnished with this specification shall be used in quoting tender prices. Incomplete, illegible, unsealed and without signature tenders will be rejected.
- VII. All offers should be made in English and clearly type written.
- VIII. The bidder must submit all documents as asked in Annexure section.
- IX. The bidders should furnish the following information and documents with the Technical and Financial Bids.

**A) Technical Bid:**

<b>SN</b>	<b>Details</b>
1.	a) Copy of Certificate of Incorporation/Registration of Company b) Copy of DIC, Odisha Registration certificate for MSME industries
2.	Copy of valid ISO 9001 and ISO 27001 Certificate
3.	Experience Certificate relating to the successful execution of similar job at least for two Affiliated Examination Bodies/Universities/council during from (2018-19, 2019-20, 2020-21, and 2021-2022) last four years as per RFP Requirement.
4.	Valid Certification for using A Grade Mill Paper.
5.	Cost of Tender document as per RFP and Bid security Declaration as per prescribed format
6.	a) Copy Goods Service Tax (GST) Registration Certificate along with a Copy of up-to-date GST Clearance, b) Copy of PAN allotted and IT return of last three years.
7.	Copies of Annual audited accounts statements (P&L Statement and Balance Sheets FY 2021-22, 2020-21 & 2019-20 certified by a Chartered Accountant
8.	General Information (Annexure : T1-A, T1-B, T1-C, T1-D, T1-E)
9.	Self-Declaration that the bidder hasn't been blacklisted / performance issues by any Govt./Private Body (AnnexureT4)
10.	Acceptance of Terms & Conditions Contained in The Tender Document (Annex-T3)
11.	Representative Authorization Letter (Annexure -T5)
12.	Past Project Experience (Annexure -T6)
13.	Name, Signature with Date & Seal
14.	List of equipment, Hardware /software with proof of ownership
15.	List of employees with copy of statement of ESI and EPF Challan.
16.	Duly Signed & Stamped Copy of RFP

**B) Price Bid: (Please Refer Annexure P1 & P2)**

- (a) The bidder shall submit the Financial Bid as given in the Annexure -P1.
- (b) Rates shall be quoted to the bidder in accordance with format prescribed at Annexure -P2, which includes three columns for rates quoted, GST rates, transportation rates, and total quoted rates inclusive.
- (c) Price bid should be unconditional, and it should be as per the specified format.

**4.1 Bid Security (EMD):**

- (a) Bidders are exempted from submitting EMD as per Finance Department, Govt. of Odisha Office Memorandum No.8484 dated 05.04.2022
- (b) The bid security shall be only in the form of Bank Guarantee or Demand Draft drawn in favour of Vice Chairman, SCTE&VT, Odisha, Bhubaneswar payable at BHUBANESWAR drawn in any Scheduled Bank.
- (c) The bid security shall be forfeited, if a bidder withdraws its bid during the period of bid validity. The bid security shall also be forfeited, if a bidder submits any fake/forged/fraudulent/manufactured documents along with the RFP.
- (d) In case of a successful bidder, the bid security may be forfeited if the bidder fails to accept the Work Order or fails to furnish performance security after accepting the Work/Purchase Order.

**4.2 Clarifications & Amendment:**

- (a) At any time till seven days before the deadline for submission of bids SCTE&VT, Bhubaneswar may, for any reason, whether an own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment.
- (b) All amendments made in the document would be published on the website <https://sctevtodisha.nic.in> under the section "Tender".
- (c) Bidders are also advised to visit the aforementioned website on a regular basis for updates. SCTE&VT Bhubaneswar also reserves the right to amend the dates mentioned in cover page for the bid process.
- (d) Modification of specifications and extension of closing date of tender if required will be made by an Addendum. Copies of Addenda will be updated on the website of SCTE&VT (<https://sctevtodisha.nic.in/en/>) website under section "Tender" and not to be published in the print media. This shall form a part of the tender. The bidder shall visit the website for updated information relating to the tender.



- (e) The purchaser reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. The purchaser may also alter the examination centre, examination centre capacity, number of examinations etc. at the time of placing orders.
- (f) Bidders shall carefully examine the tender documents and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents or should there be any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing. This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
- (g) Submitted tender forms with overwritten or erased or illegible rate or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with date and initial of the bidder after scoring out of the wrong entries.
- (h) Request from the bidders in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender may not be considered.

## 5 TECHNICAL ELIGIBILITY CRITERIA AND EVALUATION OF BIDS

### 5.1 Technical Eligibility Criteria:

SN#	Eligibility Criteria	Supporting Documents Required
1	The Bidder should be a registered firm in dealing with printing and supply of QR Coded Answer Books.	a) Copy of Certificate of Incorporation/Registration of Company b) DIC Registration Certificate or any other available Certificate.
2	The Firm should have certification of ISO 9001, and ISO 27001 (Data Protection)	Copy of valid Certificate.
3	The Firm should necessarily have a minimum experience of Two years in providing services of Answer Booklets to a minimum Two affiliating Board or Two Affiliating Universities. In last four years AY- 2018-19,2019-20,2020-21 and 2021-22. Experience Certificates or copies of work orders are to be enclosed.	Work Order along with Client/Completion certificate/payment invoice years of supply in last four years AY (2018-19,2019-20,2020-21, and 2021-2022)
4	QR Code/Bar code printing& Supply experience in at least Two Affiliating Boards/ Affiliating Universities for Booklets. Of not less than 16 pages. In last four years AY- 2018-19,2019-20,2020-21 and 2021-22. Experiences certificates or copies of Work Orders are to be enclosed.	Work Order along with Client/Completion certificate/payment invoice years of supply in last four years AY (2018-19,2019-20,2020-21, and 2021-2022)
5	The Firm should have supplied a minimum six lakh booklets per annum to customer order for the last four years AY- 2018-19,2019-20,2020-21 and 2021-22.	Copy of Work Order along with Client/Completion Certificate /payment invoice
6	Average annual turnover in the preceding 3 years (2021-22, 2020-21, 2019-20) as per the audited financial statements must not be less than <b>5 Crores</b> & must submit audited financial	Valid CA Certificate along with audited Balance sheet.



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SN#	Eligibility Criteria	Supporting Documents Required
	statements & Certificate issued by Chartered Accountant.	
7	'A' Grade Mill Paper to be used (Mill Quality Certificate to be attached)	Mill Paper Quality Certificate.
8	Bidder should have Automatic/ Semi-Automatic stitching Machine of appropriate no. with production capability of minimum <b><u>2.5 Lakhs per day.</u></b>	Proof of having Supporting bill of ownership of such machines with such capacity should be furnished.
8	The registered Firm should have its own printing press with adequate infrastructure including Computer Hardware, appropriate software, Scanner, Laser Printer & along with at least two web offset Printing Machines with a Capacity of 60,000 Impression per Hour and automatic stitching answer books and experienced Technical Manpower for Execution of the work	A clear photo of Hardware along with their Specifications and Purchase order.
9	The Firm should have required Machineries with all facilities along with online variable data Inkjet facility only (Single Pass Operation).	A notary affidavit on Rs100/- Stamp Paper should be uploaded.
10	Bidder should have minimum 10 experienced technical Manpower in the payroll of the company as on 31 <sup>st</sup> March 2022.	Self-Attached copy of EPF or Professional Tax or TDS Return showing list of employees in payroll shall be submitted by bidder towards evidence
11	The bidder shall submit <b>Rs. 5,900.00</b> (Rupees Five Thousand Nine Hundred (Inclusive of GST) towards the Cost of Tender document (non-Refundable) in form of DD from any nationalized or Scheduled Bank in favour of Vice Chairman, SCTE&VT, Odisha, Bhubaneswar payable at BHUBANESWAR	A DD from any nationalized or Scheduled Bank in favour of "Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar" payable at BHUBANESWAR
12	The Bidder shall have to execute a "Bid Security declaration" in lieu of Bid Security with stipulation that if they withdraw or modify their Bids during	Bid Security declaration signed by Authorized signatory.

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SN#	Eligibility Criteria	Supporting Documents Required
	period of validity, etc., they will be suspended for the time specified in the tender Document. The Bid Security declaration will have to be submitted along with the Technical Bid, failing which, the Bid shall be rejected	
13	The Bidder should not be under declaration of ineligibility for corrupt and fraudulent practices / Poor Performance issued by Govt. of India/State Governments/Court of Law. A declaration is to be submitted along with the bid.	An Undertaking signed by Authorized signatory.

### Notes:

- a) The intending firm shall submit all documentary proof such as (i) registration documents (ii) list of equipment, hardware & software (iii) list of employees along with subscription statement of EPF & ESI (iv) the audited statement of Accounts and (v) proof of successful work execution Certificate from the organizations in which the work had been executed indicating volume of work.
- b) Intending Firm willing to claim benefits of EMD Exemption applicable for MSME have to produce DIC registration certificate in Offset Printing & Services Category from Odisha.
- c) Bidder not satisfying any of the Technical Eligibility criteria shall not be eligible to participate in the Bid.
- d) Necessary supporting documents on fulfilment of eligibility criteria should be attached for authentication along with a signed copy of the RFP document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.

### 5.2 Evaluation Criteria:

- a) The bidder who has complied with all the Technical Eligibility Criteria at clause 5.1 shall be qualified for Technical evaluation; Non-compliance of any one of the criteria by the bidder will be liable for rejection.
- b) The bidders who are shortlisted based upon Technical Eligibility Criteria (refer Section 5.1) shall be considered for technical evaluation and will be invited to make a presentation on

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their solution at SCTE&VT, Odisha at Bhubaneswar on a date, time notified by the SCTE&VT, at their own cost. SCTE&VT in its best interest reserves the right to reject/modify the proposed solution.

The purpose of such presentations would be to allow the bidders to present their Approach, Methodology, and plan for printing and supply of QR coded 32 pages answer books.

- c) The Bidder shall be required to make a presentation on the following areas.
  - i. Similar Project Experience
  - ii. Approach and Methodology
  - iii. Work Plan
- d) Depending on the evaluation methodology each Technical Bid will be assigned a technical score out of a maximum of 100 points as per Technical Evaluation Criteria mentioned in the RFP.
- e) The minimum absolute technical score to qualify in the Technical evaluation is **70** . Decision of the SCTE&VT(O) in this regard shall be final & binding and no further discussion will be held with the bidders whose bids are technically disqualified / rejected.
- f) The Commercial bids of only the technically qualified bidders will be opened for further processing.
- g) Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- h) The bid price will include all taxes and levies and shall be in Indian Rupees.

### 5.3 Bid Evaluation:

Bidders will be selected through **Quality & Cost Based Selection (QCBS)** Process.

#### 5.3.1. Preliminary Scrutiny:

- i. Assessment of the eligibility criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified at **Clause 5.1** to merit further evaluation.
- ii. Bids not conforming to such preliminary requirements will be prima facie rejected.

#### 5.3.2. Evaluation of Technical Bid:

- iii. Criteria for evaluation of technical bids have been specified in this RFP document.
- iv. All the bidders who secure a Technical Score of 70% or more will be declared as technically qualified.
- v. The bidder with highest technical bid (H1) will be awarded 100% score.technical Scores for other than H1 bidders will be evaluated using the following formula:

**Technical Score of a Bidder =**

$$\{( \text{Technical Bid score of the Bidder/ Technical Bid Score of H1} ) \times 100\} \% \\ \text{(Adjusted to two decimal places)}$$

The commercial bid of only the technically qualified bidders will be opened for further processing.

**5.3.3. Evaluation of Financial Bid:**

✓ The Financial Bids of the technically qualified bidders will be opened on a the prescribed date in the presence of bidder representatives

✓ The bidder with lowest Financial bid (L1) will be awarded 100% score.

Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder =

$$\{( \text{Financial Bid of L1/Financial Bid of the Bidder} ) \times 100\} \% \\ \text{(Adjusted to two decimal places)}$$

Only fixed-price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.

The bid price will include of all taxes and levies and shall be in Indian Rupees.

**5.3.4. Error and rectification:**

- a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the tendering authority there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above conditions.

**5.3.5. Combined Evaluation of Technical & Financial Bids:**

- a) The technical and financial scores secured by each bidder will be added using weightage of 70% of Technical Score (T) and 30% of Financial Score (F) respectively to compute a Composite Bid Score.
- b) The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- c) In the event the bid composite bid scores are "tied", the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

**Composite score of the Bidders for the bid shall be worked out as under:**

<b>Bidder</b>	<b>Technical Score</b>	<b>Financial Score</b>	<b>Weighted Technical Score (70% of B)</b>	<b>Weighted Financial Score (30% of C)</b>	<b>Composite Score (F=D+E)</b>
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>

#### 5.4. Technical Bid Score Matrix

S. N.	Technical Evaluation Criteria	Maximum Score	Score	Proof of Documents
<b>1</b>	<b>Project Health</b>	<b>65 Marks</b>		
1.1	Bidder's minimum experience of three years in supplying of Answer Booklets to minimum Two Affiliating Board or Two Affiliating Universities.	<b>10</b>	<b>a) For two Board/University - 5 Marks</b> <b>b) For each additional board or university - 1 Marks</b> (Maximum up to <b>5 marks.</b> )	Certificates of Completion from the Competent Authority OR a copy of the invoice filed with the Competent Authority during the A.Y. 2017-2018, 2018-19, 2019-20, 2020-21, 2021-222
1.2	Bidder's experience in printing and supply of QR Code/Bar code Answer Books of at least 16 pages each to at-least Two affiliating Boards/ Universities Experiences certificates or copies during the period of 2018-19 to 2021-22	<b>10</b>	<b>a) For Two boards/Universities – 5 Marks</b> <b>b) For each additional board or university - 1 marks</b> (Maximum up to <b>5 marks</b> )	Completion Certificates with mention of No. of Scripts from competent Authority OR copy of bill submitted with the competent authority.
1.3	Bidder's experience in supplying of minimum 6 <b>lakhs</b> bar coded Answer booklets to a single customer during the last 4 years (2018-19 to 2021-22). Copies of the order to be enclosed.	<b>15</b>	<b>a) For supplied minimum 6 lakhs answer booklet per annum :10 marks</b> <b>b) For each additional 50,000 Answer booklets:</b> (1 mark maximum up to <b>5 marks.</b> )	Completion Certificates with mention of No. of Scripts from competent Authority OR copy of bill submitted with the competent authority

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S. N.	Technical Evaluation Criteria	Maximum Score	Score	Proof of Documents
1.4	Bidder's own printing press with adequate infrastructure including Computer Hardware, appropriate barcode generating software, Scanner, Laser Printer & along with at least two web offset Printing Machines with a Capacity of 60,000 Impression per Hour and experienced Technical Manpower for Execution of the work	<b>15</b>	Minimum two offset machines a) With Capacity of 60,000 Impression per hour – <b>10 Marks</b> b) For each additional 10,000 Impression: <b>1 Marks</b> Maximum up to <b>5 Marks.</b>	a) Purchase Order along with photo of Hardware. b) Details Available Technical Manpower along with EPF Challan
1.5	Experience technical Manpower for execution of the work	<b>5</b>	<b>&gt;=10 and &lt; =20 Persons- 2 Marks</b> <b>&gt;=20 Persons – 5 Marks</b>	Details Available Technical Manpower along with EPF/Professional Tax/TDS Return
1.6	Availability of Bidder's own high-speed Automatic / Semi-Automatic stitching Machine of appropriate no. with production capability of <b>minimum 2.5 Lakhs per day</b>	<b>5</b>	<b>5 Marks.</b>	Purchase Order along with Image of the Machine to be submitted
1.7	Availability of Bidder's own Packaging Machine	<b>5</b>	<b>5 Marks.</b>	Purchase Order along with Image of the Machine to be submitted
<b>2</b>	<b>Presentation:</b>	<b>15</b>		
2.1	<b>Technical Presentation:</b> Similar Project Experience: Approach and methodology:	<b>15</b>	<b>Marks shall be awarded by the Technical Committee.</b>	

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S. N.	Technical Evaluation Criteria	Maximum Score	Score	Proof of Documents
	Work Plan & SoP :			
<b>3</b>	<b>Quality Health</b>	<b>20</b>		
3.1	ISO 9001, ISO 27001	5	ISO 9001 - <b>3 Marks.</b> ISO 27001 - <b>2 Marks.</b>	Copy of Valid Certificates
3.2	Annual average Turnover Over for the financial years from FY (2021-22, 2020-21, 2019-20)	10	>5<10 Cr: <b>2 Marks.</b> >= 10 &<15 Cr: <b>5 Marks.</b> >= 15 Cr: <b>10 Marks.</b>	Copies of audited Balance Sheets and Profit and Loss Accounts/ Annual Reports of the three financial years (up to 31/03/2022)
3.3	The registered firm shall use A' Grade Mill Paper	5	<b>5 Marks.</b>	Mill Paper Quality Certificate to be attached.
<b>Total Score</b>			<b>100</b>	

***N.B. The bidders must submit the proof of documents as indicated above in absence of which no marks will be awarded against corresponding evaluation parameter.***



## 6 GENERAL TERMS& CONDITIONS OF TENDER

### 6.1. Purchaser

State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar, Near Raj Bhawan, Unit-8, Bhubaneswar-751012, Odisha

### 6.2. Performance Bank Guarantee:

The selected bidder shall furnish a Performance Bank Guarantee (PBG) for 10% (ten percent) of the contract price maximum within 30 days of date of issue of Work Order. The PBG must be from any Scheduled Bank in India. The Performance Bank Guarantee needs to be valid for 3 years and 60 days (60 days beyond the entire contract period of 3 years) from the date of signing of contract. SCTE&VT, Odisha reserves the right to cancel the work order if the selected bidder fails to furnish the required BG within the stipulated time.

SCTE&VT shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or SCTE&VT incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

### 6.3. Award Criteria:

The selection will be based on QCBS Based method. Please refer Section 7.2 for details evaluation methodology.

### 6.4. Price:

The Bidder shall quote price in clear terms. The rates quoted shall be per record of successful work and should abide by the Format for Financial Bid described in Annexure (P-2). The rates quoted should be exclusive of Goods Service Tax or any other taxes/cess/duty imposed from time to time.

Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.

Bids shall remain valid for 180 days after the date of bid opening prescribed by the SCTE&VT. The SCTE&VT holds the rights to reject a bid valid for a period shorter than 180 days as nonresponsive, without any correspondence.

## 6.5. Submission of Bid:

### Number of Copies of Bid:

The Bidder shall submit 1(one) hard copy of each of the Pre-Qualification-cum-Technical Bid and Price Bid. The hard copy of the Pre-Qualification-cum-Technical Bid shall be placed in sealed envelopes clearly marking as "A. Pre-Qualification-cum-Technical Bid and Price bid shall be placed in sealed envelopes clearly marking "B. Financial Bid". Both bids will be placed in a sealed outer envelope super scribed as "RFP Ref. No. \_\_\_\_\_ RFP Name \_\_\_\_\_" and "Don not open before <<Date & Time of Bid Opening>>".

The Bid has to be submitted in the form of printed document. The bids submitted by Telex, fax or email bids shall not be entertained.

Any condition put forth by the bidder non-conforming the bid requirements shall not be entertained at all and such bid shall be rejected.

The bid shall be submitted at the below address:

### By Regd. Post/Speed Post -

Vice Chairman, State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar, Near Raj Bhawan, Unit-8, Bhubaneswar-751012, Odisha

**No Hand delivery/Courier delivery is allowed.** SCTE&VT shall not be held responsible for postal delay. Any Bid received after the due date and time shall not be considered for Evaluation.

## 6.6. Deadline for Submission of Bids:

### a) Last date for Submission:

In the event of the specified date for the submission of Bids being declared a holiday for the SCTE&VT, the Bids will be received up to the appointed time on the next working day.

### b) Extension for Last date for Submission:

The SCTE&VT may, at own discretion, extend this deadline for submission of bids by amending the bid document, in which case all rights and obligations of the SCTE&VT and Bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.

### c) Late Bids:

Any bid received by the SCTE&VT after the deadline for submission of bids prescribed by the SCTE&VT, will be summarily rejected and returned unopened to the Bidder. The SCTE&VT shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

**6.7. Terms of Payment:**

- a) No advance payment shall be made to the Bidder under any circumstances.
- b) The successful bidder shall enter into an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.
- c) In case the bidder fails to execute the contract, SCTE&VT is entitled to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- d) All payments shall be subject to current applicable statutory taxes.
- e) The rate quoted should be firm throughout the contract.
- f) In case of any difference between the rates quoted in figures and words, the latter shall prevail.
- g) The vendor in consideration of the execution and completion of the scope of work as per this agreement and corrigendum thereon, if any, the cost of work order as per the quotation submitted by the vendor to the offline mode.
- h) All payments to the Vendor shall be made after appropriate deductions of penalties as stipulated in the RFP terms & conditions.
- i) The payment to the Vendor shall be made as per the following schedule with reference to the timelines agreed in this Agreement.
- j) T

Sl.	Phase	Billing Cycle	Payment (%)	Deliverables
1	Print and Supply of Bar Coded and QR Code Answer booklet Answer Books	After end of Each exam cycle	100%	Completion certificate from SCTE&VT

or shall be eligible to get the payment as per the below broad timelines:

**Kindly note here that :**

- i. Payment shall be made ordinarily within 45 days from the date of submission of tax invoice , duly supported by a detailed MIS report mentioning the quantity & details of Bar Coded and QR Code Answer booklet after due approval from SCTE&VT.
- ii. The bidder shall submit the tax invoice after the examination, clearly indicating the contents of the packets delivered in accordance with SCTE & VT instructions.
- iii. The payments to the Vendor shall be subject to the performance/ delivery of the Services to the satisfaction of the SCTE &VT for this purpose and condition of penalty clause.

**Following instructions may be followed by the selected bidder :**

- i. The vendor shall take a printout of a sample copy of the Bar Coded and QR Code Answer booklet before 15 days of the exam date and get approval from the SCTE & VT.
- ii. Based on same and having agreed on the quality and other parameters, SCTE &VT shall indicate the number of Bar Coded and QR Coded Answer books to be printed.
- iii. Bidder shall take the print and pack the Bar Coded and QR Code Answer Books properly and deliver to the respective nodal centres after getting conformation from SCTE&VT.
- iv. There are approximately 35 Nos. Nodal Centres located in each District of the State of Odisha.
- v. The delivery should be ensured at least four days prior commencement of Diploma Examination with proper receiving stamp & sign of the concerned authority as per instructions of the SCTE&VT, Odisha.
- vi. The details about the nodal centres and contact person from each nodal centre shall be provided by SCTE&VT, Odisha.

**6.8. Termination of Contract:**

**a) Termination for Default:**

The SCTE&VT may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the qualified Bidder, terminate the contract in whole or in part if:

- The qualified Bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract or any extension thereof granted by the

SCTE&VT.

- The qualified Bidder fails to perform any other obligation(s) under the contract. However, the disputes if any may be referred to Arbitration.

**b) Termination for Insolvency, Dissolution etc:**

SCTE&VT may at any time terminate the contract by giving written notice to the qualified Bidder without compensation to the qualified Bidder, if the qualified Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company.

**6.9. Negotiation:**

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest. SCTE&VT, however, will have the discretion to choose to enter into any price negotiations.

**6.10. Single RFP:**

In case only one bid is found to be eligible on evaluation of technical bid, SCTE&VT reserves the right to consider the bid.

**6.11. Billing:**

The Bidder shall specify the Branch/ Location from which they will raise the bill, and, in whose favour, payment will be released.

**6.12. Language of Bids:**

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the Purchaser, shall be written in the English Language, provided that any printed literature furnished by the Bidder may be written in another language so long as it is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern.

**6.13. Service Level Requirements and Penalty:**

The aim of this SLR is to provide a basis for close co-operation between SCTE&VT and the vendor, for services to be provided to SCTE&VT, thereby ensuring that timely and efficient support services are available to SCTE&VT and its end-users.

**6.13.1. Service Level Definition:**

Depending on the criticality and severity of service levels are defined as follows:

- a) It is absolutely essential for the Vendor to understand that these Bar Coded and QR Code Answer booklet are very important Items and needs to be delivered in time and hence any delay in delivery will be viewed seriously and will attract a penalty for non-compliance with the Turn Around Time as per RFP.
- b) The Vendor shall implement and ensure business continuity of Bar Coded and QR Code Answer booklet Printing and supply services per the scope of the work.
- c) Penalties may be in the nature of liquidated damages, withholding of payments or invocation of the Performance Bank Guarantee.
- d) The Vendor shall remain responsible for the quality of printing of Bar Coded and QR Code Answer booklet as per the specification mentioned in RFP.
- e) The Bar Coded and QR Code Answer booklet has to be printed, inserted, packed, and deliver within specified Turnaround Time as mentioned in the RFP.
- f) Answer books up to 5 lakhs shall be delivered to all the nodal centers within 12 days from the date provided data by SCTE&VT for the supply of each additional 1 lakh answer books or part thereof, maximum of two more days shall be allowed.

**6.13.2. Service Level Definition:**

- a) Failure to provide within the deadline will attract penalty of 0.1 % of the total order value per each day of delay.
- b) Any discrepancy in printing and also in the number of answer books supplied shall invite the penalty of 10 times the cost of each defective answer book and 20times the cost of each answer book respectively.
- c) A sample of supplied answer book collected from the institution at random shall be sent to any of the govt. laboratory in the country for testing of quality. Upon certificate from the testing lab of satisfying the required quality as mentioned in the RFP/ Agreement payment shall be made. In the event of non-satisfying quality in such test report penalty shall be charged by SCTE &VT Depending on a deviation of deficiency decision of SCTE &VT is final binding no request for selection of specific laboratory testing shall be entertained. Besides this, the agreement shall be cancelled, and the bidder shall be blacklisted.

**N.B.- Upper capping limit on penalty is 10% of the total cost.**

**6.14. Force Major Condition:**

If the execution of the contract is delayed beyond the period stipulated in the consultancy as result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then Purchaser may allow such additional time by extending the time frame as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the Purchaser, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

**6.15. Modifications & Withdrawal:**

The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the competent authority of Purchaser to this effect. No Bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

**6.16. Right to Reject/Accept the Tender:**

The purchaser reserves the right either to reject or accept any or all tenders. The purchaser has exclusive right to alter the quantities of materials at the time of placing the final purchase order. The type and quantity of items indicated in the tender are provisional and may change as per the actual requirement. After placing the purchase order, the purchaser may order to defer the delivery of the material. It may be clearly understood by the bidders that the purchaser need not assign any reason for the above action. Depending upon the Govt. of Odisha's final decision whether to conduct the examination in on-line mode, the work order shall be issued in favour of the selected agency. Selection of agency through RFP merely does not make any binding on the SCTE&VT, Odisha to place the work order.

**6.17. Patent Rights etc.:**

The vendor shall indemnify the purchaser against all claims, actions, suits and proceedings for the infringement or alleged infringement of any patent, design or copy write protected either in the country of origin or in India by use of any equipment supplied by the vendor claims if made on the purchaser, shall be notified to the vendor of the same and the vendor shall at his own expense either settled such dispute or conduct any litigation that may arise there from.

**6.18. Jurisdiction of High Court of Odisha:**

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

### **6.19. Confidentiality:**

- a) The Bidder shall not, and without the Purchaser prior written consent, disclose the contract or any provision thereof, or any specification, plan, Data, Question Bank, Question Bank sample or information furnished by or on behalf of the Purchaser in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- b) The Bidder shall not without the Purchaser prior written consent, make use of any document or information.
- c) Any document other than the contract itself shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Bidder's performance under the contract if so required by the Purchaser.

### **6.20. Obligation to Carry out Purchaser's Instructions:**

The Bidder shall also satisfy the purchaser or this inspector that adequate provision has been made to carry out his instructions fully and with prompt attitude.

### **6.21. Change Request Management:**

Any requirement beyond the scope mentioned in the RFP will be treated as Change Request and the process to address the change request is as follows:

- a) Identification and documentation of change request requirement– The details of scope of change will be analysed and documented
- b) Effort Estimate – The Purchaser will ask the successful bidder to submit the effort estimate in terms of man month rate using Function Point Analysis. However, the bidder has to implement at least 5 no. of Change Request, during each project year, without any additional cost.
- c) Approval or disapproval of the change request – Technical Committee constituted by the Purchaser will approve or disapprove the change requested including the additional payments, after analysis and discussion with the bidder on the impact of the change on schedule.
- d) Implementation of the change Request– The change will be implemented in accordance to the agreed cost, effort, and schedule. The vendor shall consolidate all approved CRs and raise invoice to the Purchaser accordingly.
- e) The costing of change request shall be finalised as per cost mentioned in financial bid format- Software Enhancement Service.

### **6.22. Final Authority:**

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Vice Chairman, State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar, Near Raj Bhawan, Unit-8, Bhubaneswar-751012, Odisha.



## 7 ANNEXURE(S) - BID FORMATS:

### 7.1. Annexure (T1): Information of Bidder

#### (A) General Information of Bidder

SN#	Item	Description
1	Name of the firm / Company	
2	Address of the Firm / Company (i) Head Office (ii) Branch in Odisha (if any) (iii) Factory Location.	
3	Year of establishment.	
4	E-mail address.	
5	Telephone Number(s)	
6	Fax No:	
7	Is your firm registered under a) The Indian Companies Act, b) The Indian Partnership Act Registered in DIC	
8	If your firm is a sole proprietorship firm (give details).	
9	If your firm comes under any other categories (give details).	
10	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no.	
11	GST Registration Number.	
12	Permanent Account No (PAN).	

**(B) Availability of Computer, Printer & Scanner:**

Sl.	No of Computers/ Printer/ Scanner/Machinery/Stitching Machines/ Bar Code Generating Software	Make & Specification	Nos	Detail of DTP Software & Font used for making Artwork.	Ownership	Working Capacity Hrs/Day.
1						
2						
3						

**(C) Availability of Technical Skilled Manpower:**

Sl.	Personnel	Number of Personnel.
1	Full Time	
2	Part Time	
3	EPF Certificate to be submitted	
4	Any other.	

**(D) Experience of the Firm:**

Please enclose Experience Certificate of similar work executed.

Sl.	Name of affiliating Board/University/council	Period of work (2018-19 to 2021-22)	Volume of work. (No. of QR/BAR Coded Answer books of not less than 16 pages)
1			
2			
3			

**(E) Annual Turnover of last Three years. (Enclose documentary proof):**

Year	Annual Turnover ( in Rupees)
2019-20	
2020-21	
2021-22	

Signature of Tenderer  
with Seal & Date.

**7.2. Annexure (T2): Self Declaration**

Date : \_\_\_\_\_

Ref/RFP : \_\_\_\_\_

To

THE VICE CHAIRMAN  
SCTE&VT, Odisha,  
Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

In response to the RFP No. \_\_\_\_\_, Dt: \_\_\_\_\_. Ms. /Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Company Seal**

**7.3. Annexure (T3): Acceptance of Terms & Conditions**

Date:

To

THE VICE CHAIRMAN  
SCTE&VT, Odisha,  
Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender No. \_\_\_\_\_, regarding RFP Name < \_\_\_\_\_>.

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Company Seal**

**7.4. Annexure (T4): Self Declaration for Non-blacklisting**

Date : \_\_\_\_\_

Ref/RFP : \_\_\_\_\_

To

THE VICE CHAIRMAN  
SCTE&VT, Odisha,  
Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

In response to the Tender No. \_\_\_\_\_, Ms./Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and have not been declared blacklisted by any Central/State Government/PSU institution/Govt. Autonomous Body and there has been no pending litigation with any government department on account of similar services.

I/We further declare that our company has not defaulted in executing any Government order in the past.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Company Seal**

**7.5. Annexure (T5): Representative Authorization Letter**

Date : \_\_\_\_\_

Ref/RFP : \_\_\_\_\_

To

THE VICE CHAIRMAN  
SCTE&VT, Odisha,  
Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference No. \_\_\_\_\_ Dtd: \_\_\_\_\_.

S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Signature attested

**Company Seal**

**7.6. Annexure (T6): Past Project Experience**

SL. No	Name of Affiliating Board or University , Contact Person, Telephone No, Mobile No, e-Mail, Physical Address	Years of Project	Project Start Date, End Date, Brief of Project	Order Value on No. of scripts (Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books	Status (Complete/ In Progress/ Delay)

**Note:** The information provided in the above table must supported by copies of relevant work order and completion certificate.

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

**Company Seal**



### 7.7. Annexure (T7): Compliance Check List

RFP No: \_\_\_\_\_, Date: \_\_\_\_\_

Please check whether following have been enclosed.

Sl. No	Enclosure description	Enclosed (Y/N)	Annexure/Attachment / Page No./ Envelop No. of the enclosure
1.	Copy of Certificate of Incorporation/Registration of Company		
2.	Copy of valid ISO 9001 and ISO 27001 Certificate		
3.	Experience Certificate relating to successful execution of similar job at least for two Examination Bodies/Universities/council during last four years as per RFP Requirement		
4.	A Grade Mill Paper Quality Certificates		
5.	Cost of Tender document as per RFP and Bid security Declaration		
6.	Copy Goods Service Tax (GST) Registration Certificate along with Copy of up-to-date GST Clearance,  Copy of PAN allotted and IT return of last three years.		
7.	Copy of DIC, Odisha Registration certificate for MSME industries claiming any benefit.		
8.	Copies of Annual audited accounts statements (P&L and Balance Sheets FY 2021-22, 2020-21 & 2019-20 certified by a Chartered Accountant		
9.	General Information (Annex-T1-A, T1-B, T1-C, T1-D, T1-E)		

RFP for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books

<b>Sl. No</b>	<b>Enclosure description</b>	<b>Enclosed (Y/N)</b>	<b>Annexure/Attachment / Page No./ Envelop No. of the enclosure</b>
10.	Self-Declaration that the bidder hasn't been blacklisted / performance issues by any Govt./Private Body (Annex-T2, T4)		
11.	Acceptance of Terms & Conditions Contained in The Tender Document (Annex-T3)		
12.	Representative Authorization Letter (Annex-T5)		
13.	Past Project Experience (Annex-T6)		
14.	Name, Signature with Date & Seal		
15.	List of equipment, Hardware /software with proof of ownership		
16.	List of employees with copy of statement of ESI and EPF Challan.		
17.	Affidavit on having Required Machinery as per Clause 5.1.9		
18.	Duly Signed & Stamped copy of RFP		

Signature of the Bidder  
Place & Date

**Company Seal**

## 7.8. Annexure (T8): Bid Security Declaration form

RFP/BID No. \_\_\_\_\_ Dtd. \_\_\_\_\_  
To

The Vice-Chairman,  
SCTE&VT, Odisha, Near  
Raj Bhawan,  
Unit-VIII, Bhubaneswar-753012.

**Sub: Request for Proposal for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books for SCTE&VT, Odisha , RFP No. Dated– Bid Security Declaration**

Whereas << name of the bidder >> (hereinafter called the Bidder) has submitted the bid for Submission of Request for proposal for Selection of agency for printing and supply of Bar Coded & QR coded 32 pages answer books in SCTE&VT, Odisha , RFP No. Dated (hereinafter called "the Bid") to State Council for Technical Education & Vocational Training, Odisha.

Know all Men by these presents that we <<>> having our office at << Address >>(hereinafter called "the bidder") are hereby submitting the Bid Security Declaration letter to the << Nodal Agency >> (hereinafter called "the Purchaser") which binds our organization, its successors and assigns by these presents under the following obligations.

We accept that the SCTE&VT shall cancel our empanelment and/or suspend/ prohibit/ debar/ blacklist from participating in bidding in any contract of the state for the time period specified in the tender document, if we are in breach of our obligation(s) under the bid conditions, because of:

The conditions of this obligation are:

1. Fails to submit PBG.
2. Withdraws his participation from the bid during the period of validity of bid document ;or
3. Modify the bid during period of bid validity.

We undertake to accept the suspension for a specific period as decided by the Purchaser due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

We understand this Bid Security Declaration shall expire, if we are not the successful Bidder, upon the earlier of  
(i) receipt of your notification of the name of the successful Bidder through award of contract. or  
(ii) after 30 days of the expiry date of the Bid validity.

(Authorized Signatory of the Bidder)

Seal:  
Date:

**7.9. Annexure (P1): Price Bid Submission Form**

(To be submitted on the Letterhead of the responding Company)

[Location, Date]

To

THE VICE CHAIRMAN  
SCTE&VT, Odisha,  
Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

Ref: RFP no <> dated <dd/mm/yy>

Subject: Submission of proposal in response to the RFP for “ -----  
-----”, RFP No \_\_\_\_\_.

Dear Sir,

We, the undersigned, offer to provide the consulting services for <Insert title of assignment> in accordance with your Tender dated <Insert Date> and our Technical Proposal. Our attached Financial Proposal for the sum of <Insert amount(s) in words and figures>. This amount is inclusive of taxes as listed at Annexure P2 (Summary of Costs for each category) attached. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

## 7.10. Annexure (P2): Price Bid

Name & address of the Firm/Company:

.....  
 .....  
 .....

Sl. No	Description of the work.	Specifications	Rate per Answer books in INR	Quantity in numbers(8 Lakhs)	Amount in INR	Transportation Rates in INR	Total value in INR	GST Rates in INR
	A	B	C	D	E =CXD	F	G=E+F	H
1.	Printing & Supply of QR & Bard coded Answer Book <b>32 pages</b> excluding Cover page As per sample attached at Annexure- I, II & III.	<b>Specifications:</b> <b>Front Data Sheet:</b> <b>Paper:</b> <ul style="list-style-type: none"> <li>100 GSM, Min 77 Brightness, Non-absorbing Maplitho, Size: A4</li> </ul> <b>Printing:</b> <ul style="list-style-type: none"> <li>Dynamic field Bar-Code &amp; QR code by laser printer.</li> </ul> <b>Answer Book Inner page:</b> <ul style="list-style-type: none"> <li>70 GSM, Min 77 Brightness, Non-absorbing Maplitho, Size: A4, Colour: White.</li> </ul>						

RFP for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books

Sl. No	Description of the work.	Specifications	Rate per Answer books in INR	Quantity in numbers(8 Lakhs)	Amount in INR	Transportation Rates in INR	Total value in INR	GST Rates in INR
	A	B	C	D	E =CXD	F	G=E+F	H
		<p><b>. Printing:</b></p> <ul style="list-style-type: none"> <li>• Bar-coded, Margin Ruling, Cross ruling with 25 lines, Page Numbering bar code in each pages&amp; Logo</li> <li>• Automatic/ Semi-Automatic stitching Machine of appropriate no. with production capability of minimum 2.5 Lakhs per day.</li> </ul>						
<b>TOTAL Value in Words</b>								

- N.B.** 1. Rate quoted must be exclusive of all Taxes and Duties but inclusive of transportation to nodal centres  
2. Quantities are indicative only.

Signature & seal of the Bidder

Place & Date: