

TERMS & CONDITIONS

Guidelines for registration of Printing firms

State Project Director, Samagra Shiksha, A&N Islands, Port Blair invites the expression of interest from printing firm, financially capable and experienced firms for registering them for a period of one year to undertake various printing work carried out by Samagra Shiksha UT Mission Authority from time to time.

Interested firms may apply in the prescribed Proforma along with the required documents before 1500 hrs on 10/12/2019 in the State Project Office, Samagra Shiksha, Shiksha Sadan, Link Road Goalghar Port Blair-744101.

Eligible Criteria

The Agency/printer should have

1. Minimum experience of two years in the field of printing works preferably past experience of handling printing works for Government Departments or reputed private companies.
2. The printing press should be preferably located in the Port Blair
3. Should have all the valid registration documents for compliance to all statutory requirements like GST/PAN no. etc.
4. The agency/firm must be registered as a printing press.
5. Firm should have sufficient equipment/device to undertake the works in their Firm. Firm should furnish a list of machineries/equipment/devices available with them which are subject to verification.
6. Firm should have sufficient skilled manpower to undertake all the works with them. Firm should furnish a list of skilled manpower available with them which are subject to verification.

SUBMISSION OF PROPOSAL:

Interested agencies may apply for enlistment for undertaking printing jobs in the Performa given at **Annexure-‘B’** along with the following documents:

Documents as proof in respect of eligibility.

Profile and record of accomplishment of printing firm.

Sample of material printed.

The envelope must bear **“Expressions of Interest for enlistment of printing works”** as well as the mailing address and contact information of bidder to facilitate returning the document in case of late submission. Expression of interest may be submitted at the address given below latest by 03.00 PM on 10/12/2019 address to State Project Officer, Samagra Shiksha, Shiksha Sadan, Link Road, Goalghar, Port Blair-744101

Any expression of interest received after the stipulated period & will not be considered and will be rejected. Proposals received within prescribed time.

GENERAL TERMS AND CONDITIONS

1. Applications should be submitted in the prescribed form only. The enlistment is based on TECHNICAL BIDS. Eligible and Competent Printing firms will be short-listed for the enlistment. As and when work or publishing orders are to be assigned, job based specific rates will be invited and work will be assigned on lowest rate basis.
2. Enlistment will be done on the basis of criteria enumerate in this document. The Enlistment will be done on the basis of the professional competence and status of the firm.
3. The work of the Samagra Shiksha is time bound and the agency which is assigned the job would be required to complete the job within the time-frame set by Samagra Shiksha, failing which the agency will be liable to pay liquidated damages @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy /dispute of any short whatsoever. The agency would keep Samagra Shiksha informed about the status of the assigned job at every stage.
4. Notice of the printing job would be sent to the enlistment agency by fax/mail/e-mail/voice telephone/by-hand etc.
5. The agency will be responsible for collecting the manuscript and other materials free of charge, preparation of design, printing, proofreading typesetting, editing spiral-binding, perfect binding etc as per directions of Samagra Shiksha

6. On completion of the job, the agency would be required to send pre-receipted bills in triplicate(all originals) along with (i) delivery vouchers for the supply made (ii) manuscripts, photographs, graphs, negatives & positives, CDs/DVD and other material given by Samagra Shiksha, and (iii) samples of the job executed.
7. In the event of detection of any error or defect made by the agency at any time after the delivery of the copies ordered, the agency shall be bound, if called upon to do so to rectify such error or defect at its own cost to the satisfaction of and within time fixed by Samagra Shiksha. In the event of the delivery of any defective work which, owing to urgency or for any other reasons cannot be wholly rejected, Samagra Shiksha shall have the power to deduct from any payment due to the agency such sum as he may deem expedient not exceeding 10% of the value of the particular portion or portions found to be defective.
8. A schedule for the work and for the delivery of printer copies drawn by Samagra Shiksha should accept the job only if it is in a position to complete the job according to the schedule. If the agency is unable to adhere to the schedule, for reasons not attributable to Samagra Shiksha shall have the power to cancel the order and withdraw the printed (and folded) sheets, forms, the original art works, paste ups, photographs, manuscripts etc. of the Job and shall have the power to assign the job to another printer for completing the remaining part of the job at the cost of the agency to which the job was originally assigned.

9. Samagra Shiksha reserves the right to accept or reject any or all the EoIs without assigning any Reasons thereof.
10. The agency applying for enlistment should furnish all the particulars related to its status and functioning as per **Annexure-B**.
11. The agencies applying for enlistment will be required to provide the GST No & PAN along with validity of registration with appropriate authority.
12. The date of declaration of qualified/enlistment agencies will be at the discretion of the State Project Director, Samagra Shiksha.
13. The bidder has to furnish an undertaking that the organization has not been blacklisted in the past by any Govt. /Private organization.

Signature of the Proprietor/Authorized Signatory

Rubber Seal indicating complete address

Place:

Date:

QUALIFICATION APPLICATION FORM TO BE FURNISHED BY THE AGENCIES APPLYING FOR ENLISTMENT FOR PRINTING WORK

1. Name & postal address of Agency:
Telephone Nos:
E-Mail:
Fax Nos.
Mobile Nos:
2. Nature of Agency: (Sole/Partnership/otherwise)
3. Name & address of Partners or owner
4. Type of firm (Proprietorship, partnership
or company registered under company act)
5. GST No.:
6. PAN No:
7. Professional setup Machinery
Staff
Designers
Others
(Enclose list)
8. Experience details-(Enclose copies)
9. List of clients- work done in respect of GOI/State Govt. Dept./PsUs
belonging to Central and State Govt bodies with telephone No.:
10. Details of Turnover during last 2 years (enclosed attested copies of
balance sheet, P&L Account duly verified by CA)
11. Any other information
12. Has your organization been placed in defaulter category by any Govt.
Department? If not, please submit a self-attested certificate to this effect.

Signature of the Proprietor/Authorized Signatory
Rubber Seal indicating complete address
Place:
Date:

**LIST OF ITEMS GENERALLY REQUIRED TO BE PRINTED IN SAMAGRA
SHIKSHA**

Sl.No	Name of the Item	Size	Quality of paper
1	NCERT teachers training modules	A4	Art Paper/ Maplitho of GSM 70/80
2	Teacher's Document	A4	Art Paper/ Maplitho of GSM 70/80
3	Shaala Shidhi Manual	A4	Art Paper/ Maplitho of GSM 70/80
4	School Leadership Development Hand Books	A4	Art Paper/ Maplitho of GSM 70/80
5	NCERT Assessment Tools	A4	Art Paper/ Maplitho of GSM 70/80