

Grams: "INTERED"

Phones:- 040- 24603314  
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# **TENDER DOCUMENT**

For

***PRINTING OF STITCHED ANSWER BOOKS  
&  
OTHER MISCELLANEOUS ITEMS  
FOR THE YEAR 2014-15***

**(For the states of Andhra Pradesh and Telangana)**

***SECRETARY  
BOARD OF INTERMEDIATE EDUCATION  
A.P., VIDYABHAVAN, NAMPALLY,  
HYDERABAD-500001***

**BOARD OF INTERMEDIATE EDUCATION : A P/T.S : NAMPALLY: HYDERABAD****Rc.No.29/D1/2014-15****Dated: -11-2014.****TENDER FORM****(FOR PRINTING OF STITCHED ANSWER BOOKS AND MISCELLANEOUS ITEMS)  
FOR THE YEAR 2014-15**

Issued to M/s. ....  
(to be filled & signed by the tenderer)

Signature of the issuing officer  
with seal & Date

I/We submit the Tender for the printing of Answer Books and other miscellaneous items as per Tender Notice No.Rc.No.29/D1/2014-15 dated:- 06-11-2014.

I/We \_\_\_\_\_ with reference to your Tender Notice I/We accept the conditions governing the tender as detailed in the Tender terms and conditions and enclose herewith the Demand Draft forRs.5,00,000/- drawn on \_\_\_\_\_ towards Earnest Money Deposit in favour of the Secretary, Board of Intermediate Education, Nampally, Hyderabad.

I/We also enclose herewith the following Documents:-

1. Annexure I & II duly filled in
2. Sales Tax Clearance Certificate / VAT Certificate
3. Solvency Certificate
4. A self declaration on the above items should be submitted by the Tenderer on a Non-Judicial stamp paper worth Rs.10/- (Rupees Ten only) valid for a period of 12 (Twelve) months from the date of acceptance of the Tender and to be enclosed to the Form.
5. Copy of Certificate of approval by the Commissioner, Printing, Stationery & Stores purchase, Chanchalguda, A.P. / T.S. Hyderabad.
6. That the printer should not lay any conditions to BIE through letters at any stage i.e. at the time of Technical Bid or at the time of Price Bid.

**Signature of the Tenderer  
with status and seal.**

**TENDER FOR PRINTING OF STITCHED ANSWER BOOKS AND OTHER  
MISCELLANEOUS ITEMS FOR THE YEAR 2014 – 2015.**

**TERMS AND CONDITIONS:-**

1. The Tenderer should submit the Original Tender form issued by this office in person duly filled in along with enclosures to the Secretary, Board of Intermediate Education, Nampally, Hyderabad on or before **18.11.2014** by **3.00 PM** duly following the procedure given below:-

The Pre- Qualification **Technical Tender** and **Price tender** should be submitted in two separate sealed covers super scribed as detailed below:-

**A). CoverNo.1:- PRE-QUALIFICATION TECHNICAL TENDER:-** It should be submitted in a sealed cover containing with the following documents duly super-scribing as **Pre-Qualification Technical Tender for Printing of Stitched Answer Books and other miscellaneous items for the year 2014-15.**

- a). Prescribed tender form obtained from Board of Intermediate Education duly filling and signed by the tenderer should be submitted.
- b). The Earnest Money Deposit in the shape of demand drafts for an amount of **Rs.5,00,000/-** (Five Lakhs only) for the items in Annexure-I and Annexure-II drawn on any Scheduled bank, in favour of the Secretary , BIE, AP, Nampally, Hyderabad, after the date of publication of this tender notification. The EMD's of previous tenders if any, pending with BIE, will not be adjusted under any circumstances.
- c). Latest Xerox copy of Sales Tax Clearance Certificate / VAT Certificate.
- d). A Latest Solvency Certificate obtained on or after the date of issue of the tender notice from officer of Revenue Department not below rank of M.R.O/ Tahsildar (OR) from a Nationalized /Scheduled Commercial Bank for an amount of not less than **Rs.1,00,000/-** ( One Lakh Only).
- e). The prescribed self declaration on a Non-Judicial Stamp Paper worth of Rs. **10/-** for acceptance of same rate valid for a period of 12 months from the date of acceptance of tender.
- f). **Self declaration showing the sufficient storage place available with the printer to store 1000 tonnes of paper reels and 5 web double unit machines (size: 578 cut off) within the premises of the press under the same management.**
- g). Statement of Particulars showing the Machinery and Man power available with the printer to print and supply more than 2 crores number of Main Answer Books in 1 month period from the date of issuing Printing order. The Printer should install minimum 25 Sewing Machines and necessary Photos of Machinery and Industry are to be enclosed.

**Failure to enclose any of the above documents is liable for rejection of tender form.**

**B). Cover No.2:- PRICE TENDER :-** It should be submitted in a sealed cover containing with filled in prescribed price tender forms i.e., Annexure –I & Annexure – II, superscribing as **PRICE TENDER FOR PRINTING OF ANSWER BOOKS & OTHER MISCELLANEOUS ITEMS FOR THE YEAR 2014-15.**

1. The Tender forms are not transferable/Fax, Telegraphic/M.O's/P.Os quotations will not be entertained.
2. The Tenderer should quote their rates, in clear terms and legibly which shall be inclusive of all operational charges and free delivery to this office and for a unit of 1,000 (one thousand) copies.
3. Xerox copies attested by a Gazetted Officer (not below the rank of Tahasildar) whose name and designation specified with his office seal should be enclosed in respect of Sl.No.1 (A) (c) & 1 (A) (d).
4. The Tenderer should have sufficient storage facilities to store the printing paper and to stock the printed items till deliveries are affected. The printer should take adequate and proper care for the stock of paper supplied for printing of items and prevent damages by white ants, rats, fire, theft etc. The tenderer should insure the paper supplied by the Board at his own cost and should submit copies to Board immediately.
5. The successful Tenderer should enter into an agreement with the Secretary, B.I.E. for due performance of work on Non-Judicial stamp paper worth Rs.100/- (Rupees One hundred only) payable by the Tenderer. Failure on the part of the successful tenderer to enter into an agreement within the time limit shall entail to forfeiture of the E.M.D. besides liable for suitable legal action by the Board and the firm will be kept under Black list.
6. The approved tenderer has to submit immediately the Bank Guarantee for Rs.50.00 lakhs (Rupees Fifty lakhs only) of any Nationalized Bank in twin cities for a period of one year towards the cost of White Printing paper to be received from the Board or otherwise to the extent of the stocks supposed to be continued and stocked at his disposal during the process of the work, prior to the actual allotment of work order by the Board.
7. The orders should be executed within the periods specified.
8. The specifications regarding the type and size of the letters, ink, etc., used should be clearly indicated in the Tender Form itself by filling in Annexure -I and II and other particulars if any, which could not be covered or accommodated in the prescribed form should be furnished as separate enclosures.
9. Printing should be done using the best quality ink in order to give clear, clean and tidy appearance. Work non-conforming to the specifications/instructions issued by this office will not be accepted and no payment will be made on this account.
10. The material, if any, taken delivery in the Board of Intermediate Education or given delivery at the Board of Intermediate Education should be by **Safe Transit** and at the cost of the Tenderer. Valid acknowledgement for all deliveries made shall be obtained. The cost of transportation To and Fro and other charges towards packing at the time of delivery of the material loading and un-loading will be borne by the Tenderer at his own cost. The wrapper material of paper supplied should be delivered back to the Board of Intermediate Education in tact.

11. Proof and sample of the job given should be sent to this office for approval and only after obtaining the strike orders, the final printing work should be commenced. The approval of the proof sample should be obtained in writing with the office seal of the office approving the proof and the cost of DTP, Positive & Negative films required to the given job should be borne by the Printer only. No extra costs are allowed for these items.
12. The number of copies ordered for printing is subject to revision or modification by the Secretary as per the needs.
13. All the deliveries should be weighed at the firm's cost and the weigh bill should be produced along with each Delivery Challan.
14. The supplied main/additional/practical answer books are to be conformed with the prescribed sizes specified in the Annexure failing which a penalty upto 5% cost of the work will be levied.
15. Print wastage at 2% will be allowed.
16. If the trimming waste is more than 2%, the quantity of paper excess trimmed will be recovered at the rate of waste paper of the current year in BIE (There is no exemption to this condition).
17. The cost of white paper will be recovered as per the approved rate of BIE of current year for the main answer books with missing sl.nos. apart from disallowing the charges for printing and numbering.
18. The printed copy should exactly conform to the specimen as regards the format, size and the type of the letters and all other details unless the changes are communicated in writing only.
19. All the defective material delivered will be rejected and the rejected stocks will have to be replaced at the cost of the firm immediately and abide by the conditions prescribed.
20. No advance payment will be made. Bills will be cleared only on receipt of the printed material and also the paper account, wherever necessary and after the stocks received have been verified and found satisfactory in all respects.
21. The bills should be submitted in triplicate addressed to the Secretary, Board of Intermediate Education in which the unit cost, the rate, the material supplied and all cheque of the Bankers of B.I.E. after verification of the Bills.
22. The Tenderer should carry out the instructions given to him from time to time to the entire satisfaction of the Secretary, B.I.E. For this purpose and for the general purpose for knowing the progress of printing work the printer shall permit any officer of the B.I.E., authorized by the Secretary to inspect the press at any time if necessary.
23. No work entrusted by this office shall be sublet by the Printer without the written consent of the Secretary, Board of Intermediate Education, A P, Hyderabad.
24. The Tenders approved by the Secretary, Board of Intermediate Education, A.P. shall last for 12 months from the date of acceptance of rates. For a shorter period it will be decided by the Secretary, B.I.E. and shall be in force till such time the Tenders are called for by the Secretary, B.I.E., A.P., Hyderabad.

25. The Secretary, B.I.E., A.P., Hyderabad reserves the right to accept or reject any or all the tenders or partially accept any or more of the tenders without assigning any reasons. The Secretary also reserves the right to entrust part of the work to any other printer on par with the lowest rate approved.
26. All the disputes shall be subject to the jurisdiction of the High Court of Andhra Pradesh/Telangana only.
27. The printer should not shift the white paper supplied by the BIE from the original printing press which is declared by himself, to another printing press without prior permission of the BIE.
28. **The successful tenderer should serve both the states (i.e. Andhra Pradesh & Telangana States) with the same tender conditions mentioned in tender document.**

**PENALTY CLAUSE:-**

1. The Secretary, Board of Intermediate Education reserves the right to deduct from the bills, suitable sums by way of "Penalty" for any specific default.
2. In the event of the printer not carrying out any of the conditions imposed and not executing the work in time, or not doing the work on time, the Secretary, B.I.E. shall be at liberty to take necessary action against such defaulters. In case leading to the withdrawal of the work, the extra charges will be incurred in the withdrawal process and the enhancement of cost, if any, in getting the printing work done elsewhere will be recovered from the defaulting printer in addition to any other penalties specified herein.
3. If in the opinion of the Secretary, B.I.E. the work has not been executed satisfactorily he will be at liberty to cancel the order and take back at any time, all the materials given to the Tenderer. In such a case, the E.M.D-cum-security deposit will be forfeited, if the printing work is not done by the Tenderer on time, and the extra, expenditure if any including cost of the transportation incurred for the same, shall be recovered from the defaulting tenderer besides reporting the matter to the Commissioner & Director of Printing and Stationery, AP / TS, Hyderabad or other concerned authorities for black listing the Tenderer and the Firm.
4. The work must be completed and printed copies should be delivered in the stipulated date. **For delayed supplies or non-supply suitable penalty per unit of 1,000 copies will be effected for each day of delay or non-supply from the amount due to the printer. In addition to this further action against the firm will be taken by the Secretary, B.I.E. as deems fit.**
5. The supplied main/additional/practical/Environmental/Ethics & Human values answer books are to be conformed with the prescribed sizes specified in the Annexure, failing which penalty minimum 5% of the cost of the work will be levied.
6. If the trimming waste is more than 2%, the quantity of paper excess trimmed will be recovered at the rate of waste paper of the current year in BIE.
7. **The minimum weight of white paper shall be received as per the minimum size of the answer books prescribed by the Board, failing which the difference weight of paper between the weight actually received and the minimum weight to be received, will be recovered @ 1.5 times of the approved rate of white printing reel paper of the current year.**

8. If any excess paper beyond the admissible consumption or otherwise reaches the printer, the same shall have to be returned by the printer in good condition to the Secretary, Board of Intermediate Education, Hyderabad, A.P / T.S. immediately. In case of failure to do so, the successful tenderer shall be levied a penalty @1.5 times the actual cost of paper.

Sd/-  
Rama Sankar Naik, I.A.S.  
SECRETARY  
**Board of Intermediate Education, Nampally,  
Hyderabad**

**I agree to the above terms and conditions.**

**Signature of the Tenderer,  
Designation with Office Stamp.**

**DECLARATION**

I/We do hereby declare that I/We shall keep my offer open for acceptance for a period of one year from the date of acceptance of Tender and in the event of my offer being accepted, I shall abide by the Terms and Conditions of the printing order, and all conditions contained therein and shall execute the Agreement as per your prescribed form details of which have been furnished to me.

**I/We \_\_\_\_\_ will serve both the states (i.e. Andhra Pradesh & Telangana States) with the same tender conditions mentioned in tender document.**

1. Signature of the Tenderer :
2. Name of the Tenderer Signing (in block letters) :
3. Designation and status of the Tenderer signing the Tender (i.e. Proprietor etc.) :
4. Detailed address of the Tenderer :
  - i) Residential address with Phone No. :
  - ii) Firm address with Ph.No. :
5. **P A N** No. of the Firm/Proprietor :

**Signature and Office Stamp  
of the Tenderer**



## ITEM DESCRIPTION

- I. **MAIN ANSWER BOOK:** 24 pages, 24 lines 6/4 size
1. The size of print out answer book should not exceed 29.5 x 21.75 cms before trimming
  2. The size of the Print out answer book should be 28.5 to 29 cms x 21.25 to 21.75 cms after trimming.
  3. The answer book should be printed as per specification.
  4. The answer book should be stitched with good quality thread.
  5. The answer book should be serially numbered.
  6. 250 answer books consist of one bundle.
- II. **ADDITIONAL ANSWER BOOK** 4 pages ¼ size
1. The size of print out answer book should not exceed 29.5 x 21.75 cms before trimming
  2. The size of the print out of additional answer books should be 28.5 to 29 cms x 21.25 to 21.75 cms after trimming.
  3. The Additional answer book should be printed as per specification.
  4. 100 sheets should be printed and pasted in each pad.
  5. The serial number to each pad is 1-100 and each pad numbered.
- III. **PRACTICAL ANSWER BOOK (Green Colour)** 8 pages ½ size
1. The size of print out answer book should not exceed 29.5 x 21.75 cms before trimming
  2. The size of the print out of practical answer books should be 28.5 to 29 cms x 21.25 to 21.75 cms after trimming.
  3. The practical answer book should be printed as per specification.
  4. The answer book should be serially numbered.
  5. 1000 answer books consist of one bundle.
- IV. **ENVIRONMENTAL EDUCATION (Mezanda Colour)** 8 pages ½ size
1. The size of print out answer book should not exceed 29.5 x 21.75 cms before trimming
  2. The size of the print out of environmental answer books should be 28.5 to 29 cms x 21.25 to 21.75 cms after trimming.
  3. The Environmental Education answer book should be printed as per specification.
  4. The answer book should be serially numbered.
  5. 1000 answer books consist of one bundle.
- V. **ETHICS & HUMAN VALUES ANSWER BOOK (Blue Colour)** 8 pages ½ size
1. The size of print out answer book should not exceed 29.5 x 21.75 cms before trimming
  2. The size of the print out of environmental answer books should be 28.5 to 29 cms x 21.25 to 21.75 cms after trimming.
  3. The Environmental Education answer book should be printed as per specification.
  4. The answer book should be serially numbered.
  5. 1000 answer books consist of one bundle.

Sd/-

Rama Sankar Naik, I.A.S.  
SECRETARY

Board of Intermediate Education, Nampally,  
Hyderabad

## ANNEXURE-I

( to be enclosed to the Tender duly filled in)

| Sl. No | Name of the Job  | No. of copies Required (Approximately) State-wise |         |           | Cost of Printing and preparation per 1000 copies | Total Cost (in figures and Words) |
|--------|--|---|---------|-----------|--|-----------------------------------|
|        |  | (3) A.P.  | (4) T.S | (5) Total |  |                                   |
| (1)    | (2)  | (3)   | (4)     | (5)       | (6)  | (7)                               |
| 1      | Main Answer Books with 24 pages 24 lines with stitching. Size: 28.5 to 29 Cms x 21.25 to 21.75 Cms after trimming with numbering   | 9500000   | 9500000 | 19000000  |  |                                   |
| 2      | Practical Answer Books with 8 pages(Green Colour) with hole punch at left corner Size: 28.5 to 29 Cms x 21.25 to 21.75 Cms after trimming with numbering and pinning.  | 2000000   | 2000000 | 4000000   |  |                                   |
| 3      | Answer books for Environmental education containing 8 pages with hole punch with printing back and back – <b>Mezanda colour</b> 28.5 to 29 Cms x 21.25 to 21.75 cms after trimming with numbering and pinning .                        | 1000000   | 1000000 | 2000000   |  |                                   |
| 4      | Additional Answer Books for Practicals and Environmental Education with four pages (green Colour) with hole punch at left corner size : 28.5 to 29 Cms x 21.25 to 21.75 cms after trimming with numbering and padding 100 in each pad. | 600000  | 600000  | 1200000   |  |                                   |
| 5      | Answer books for Ethics & Human Values containing 8 pages with hole punch with printing back and back – <b>Blue colour</b> 28.5 to 29 Cms x 21.25 to 21.75 cms after trimming with numbering and pinning                               | 1000000   | 1000000 | 2000000   |  |                                   |

Note:- The above quantities may increase or decrease

Signature of the Tenderer  
Name & Complete address with Seal

Place: Hyderabad

Date:

**ANNEXURE – II**

(to be enclosed to the Tender duly filled in)

| Sl. No. | Size of the Misc. items Printing after trimming | Rate for Printing of 1000 Copies Black & White | Rate for colour Printing per 1000 Copies | Rate for numbering for 1000 Copies | Rate for Binding/ Padding per each Book/Pad | Rate for printing and pinning per each book of 1 to 16 pages, 17 to 49 pages, 50 to 100 pages 100 above pages |
|---------|---|--|--|------------------------------------|---|---|
| (1)     | (2)   | (3)  | (4)                                      | (5)                                | (6)   | (7)   |
| 1       | 1/4 Size (42 x 28.5 to 29 Cms)                  |  |  |                                    |   | a) 1 to 16 pages<br>Rs.<br>b) 17 to 49 Pages<br>Rs.<br>c)50 to 99 Pages<br>Rs.<br>d) 100 above Pages<br>Rs.   |
| 2       | 1/8 Size (28.5 to 29 x 20.5 to 21 Cms)          |  |  |                                    |   | a) 1 to 16 pages<br>Rs.<br>b) 17 to 49 Pages<br>Rs.<br>c)50 to 99 Pages<br>Rs.<br>d) 100 above Pages<br>Rs.   |
| 3       | 1/16 Size (14.5 x 20.5 to 21 Cms)               |  |  |                                    |   | a) 1 to 16 pages<br>Rs.<br>b) 17 to 49 Pages<br>Rs.<br>c)50 to 99 Pages<br>Rs.<br>d) 100 above Pages<br>Rs.   |
| 4       | 1/32 Size (10.5 x 14.5 Cms)                     |  |  |                                    |   | a) 1 to 16 pages<br>Rs.<br>b) 17 to 49 Pages<br>Rs.<br>c)50 to 99 Pages<br>Rs.<br>d) 100 above Pages<br>Rs.   |

Signature of the Tenderer  
Name & Complete address with Seal

Place: Hyderabad  
Date:

