



**DIRECTORATE OF GOVERNMENT EXAMINATIONS
ANDHRA PRADESH :: AMARAVATI**

**e-PROCUREMENT
TENDER DOCUMENT
FOR**

**“Printing and Supply of Principles of Valuation for the
SSC Public Examinations,
Advanced Supplementary Examinations for the year 2024”**

Directorate of Government Examinations
D.No.20-124,
Beside SPNRCH High School,
Gollapudi, Vijayawada, Andhra Pradesh.
Pin Code – 521225.
Website: www.bse.ap.gov.in
Phone: 0866-2974540

TERMS AND CONDITION OF THE TENDER

- 1) The Directorate of Government Examinations, Andhra Pradesh (hereinafter referred to as DGE) conducts SSC, OSSC and Vocational Course Examinations and other minor examinations in the State in different mediums.
- 2) The Secondary School Certificate Examinations (*hereinafter referred to as SSC*) are usually conducted twice in a normal year i.e., Main Examination and Advanced Supplementary Examinations (*hereinafter referred to as ASE*) and other minor examinations in different months of a year. However, the final decision regarding the schedule and conduct of examinations is taken by the Government of Andhra Pradesh.
- 3) The Main Examinations and the ASE are conducted for the general stream i.e., SSC and the OSSC stream while the Vocational course examinations are conducted once in a year in March/April only.
- 4) About Six to Seven lakh students appear for the SSC, OSSC and Vocational streams during the March/April Examinations every year. *Nearly One Lakh* students may appear for the ASE. Presently there are about 12,000 recognized high schools sponsoring regular candidates.
- 5) Approximately 2,000 students appear for the annual OSSC Examinations and about 40,000 students appear for Vocational Course Examinations.

Invitation for e-Procurement Tenders

- 6) E-Procurement Tenders are invited by the Director, Government Examinations, A.P., (hereinafter referred to as Tender Inviting Authority/TIA) from reputed firms having the experience for: Printing and Supply of Principles of Valuation for SSC Public Examinations and ASE 2024.

7) Tender Notification:

1	Tender Inviting Authority	:	Director, Government Examinations, Andhra Pradesh.
2	Nature of work	:	E – Procurement Tender for the Printing and Supply of Principles of Valuations to the Spot-Valuation Centers in all the districts and state bulk to the Directorate Of Government Examinations, A.P., Vijayawada for SSC 2024 and ASE 2024”.
3	Estimated Value	:	The estimated value of the works is Approximately Rs.15,00,000/- (Rupees Fifteen Lakhs Only) as per the existing process. The same may vary as per the requirements.

4	Earnest Money Deposit (EMD)	:	<p><u>All the bidders</u> shall submit the EMD @ 1% of the estimated value of the contract i.e., <u>Rs. 15,000/-</u> (Rupees Fifteen Thousand Only) at the time of submission of the bid by Online payment or in the form of Demand Draft / Bank Guarantee drawn in favor of “Director of Government Examinations, Andhra Pradesh, Vijayawada” obtained in any of the Nationalized Bank payable at SBI Treasury Branch, Ibrahimpatnam, Vijayawada Branch.</p> <p><u>Only the successful bidder</u> will have to pay the balance EMD of 1.5% of the total estimated value of contract at the time of concluding the agreement.</p> <p>Hence, the <u>Total EMD</u> shall be 2.5% of the estimated value of the contract i.e., Rs. 37,500/- only (Rupees Thirty Seven Thousand and Five Hundred Only).</p> <p>The tender forms which are not accompanied with the EMD will be summarily rejected. No exemption in this regard will be considered for any firm.</p>
5	Cost of Tender Document	:	The cost of the tender Application is Rs. 15,000/- (Rupees Fifteen Thousand Only), payable in the form of Demand Draft drawn in favor of “Secretary to Director, Government Examinations, Andhra Pradesh, Vijayawada” obtained in any of the Nationalized Bank payable at SBI Treasury Branch, Ibrahimpatnam, Vijayawada Branch.
6	Period of Purchase of Tender Document from the e-procurement website		<p>From 21-02-2024 from 10:00 AM</p> <p>To 28-02-2024 up to 05:00 PM</p>
7	Last date and time for Submission of Tender Documents online		29-02-2024 at 12:00 PM
8	Date and time of Pre-qualification bid evaluation		29-02-2024 at 02:00 PM
09	Date and time of Financial bid evaluation		29-02-2024 at 03:00 PM

Procedure for Bid Submission:

The Bidder shall submit the Bid to the Tender Inviting Authority i.e., Director, Government Examinations, A.P., on A.P. e-Procurement Portal at www.tender.apecurement.gov.in by following the procedure detailed below:

- 8) The Bidders are requested to register on the e-Procurement Marketplace www.tender.apecurement.gov.in and submit their bids online. Offline/Physical bids are not entertained by the tender inviting authority for the tenders hosted in the e-procurement portal.
- 9) The bidders shall submit their eligibility and qualification details for the bid in the online standard formats displayed in the e-procurement portal. The bidders shall upload the scanned copies of all the relevant certificates, documents, forms etc. as required. The details of the documents to be uploaded as mentioned in this document.
- 10) The Bidder/Authorized Person shall sign on every statement, document, certificate, forms etc., which are to be uploaded and is liable for the authenticity of the same. The bidder shall submit the hard copies of all the required documents at the time of Pre-qualification evaluation.
- 11) After submission of the bid online, the bidder shall submit the Earnest Money Deposit (EMD) in the form of Demand Draft/ Bank Guarantee from a Nationalized Bank. Scanned Copy of the EMD should be uploaded on e-procurement website. All the bidders shall submit the EMD @ 1% of the estimated value of the contract i.e., Rs. 15,000/- only (Rupees Fifteen Thousand Only) at the time of submission of the bid in the form of Demand Draft/Bank Guarantee drawn in favor of "Director of Government Examinations, Andhra Pradesh, Vijayawada" obtained in any of the Nationalized Bank payable at SBI Treasury Branch, Ibrahimpatnam, Vijayawada Branch.
- 12) Only the successful bidder will have to pay the balance EMD of 1.5% of the total estimated value of contract at the time of concluding the agreement. Hence, the Total EMD shall be 2.5% of the estimated value of the contract i.e., Rs. 37,500/- only (Rupees Thirty Seven Thousand Five Hundred Only). The EMDs submitted by the unsuccessful bidders will be returned in due course.

Details of the Earnest Money Deposit (EMD)			
Estimated Contract Value (ECV)	EMD to be paid by all the bidders @ 1% of the ECV	EMD to be paid by Successful bidder only @ 1.5% of the ECV	Total EMD @ 2.5% of ECV
Rs. 15,00,000/-	Rs. 15,000/-	Rs. 22,500/-	Rs. 37,500/-

- 13) If any of the Documents submitted by the bidder are found to be incorrect/fabricated/malafide, the bidder is liable for blacklisting,

forfeiture of EMD and cancellation of the tender and shall attract criminal prosecution.

14) Cost of Tender Document:

It is mandatory for all the participant Bidders have to pay a Non-refundable Tender Application fee of Rs.15,000/- (Rupees Fifteen Thousand only) to the Tender Inviting Authority towards cost of the Tender. The amount shall be paid through a Demand Drafts from any Scheduled Bank payable at SBI Treasury Branch, Ibrahimpatnam, Vijayawada Branch. The Demand Draft(s) shall be in favor of "Secretary to Director of Government Examinations, Andhra Pradesh."

This Tender Document along with Tender notification is available in the website www.eprocurement.ap.gov.in for downloading.

The Demand Draft shall be submitted to the Tender Inviting Authority at the time of evaluation of Pre-Qualification bid or other-wise the bid shall be treated as in-eligible.

15) Transaction Fee:

All the participant bidders are required to pay the transaction fee @0.03% (Excl. 18% GST) of the Estimated Contract Value (ECV) to the Managing Director, Andhra Pradesh Technological Services through www.apecurement.gov.in.

16) Payment to e-Procurement Fund (Corpus Fund of 0.04%):

Payment for e-Procurement fund (Corpus fund) has to be paid online @0.04% of the value of contract in the e-Procurement portal only. Demand Drafts are not entertained. Once the L1 bidder is finalized, the system automatically generates the e-Procurement fund (corpus fund) to be paid. The option for payment of e-Procurement fund (Corpus fund) is enabled to bidders/contractors in their login. Tender Inviting Authorities (TIA)/Dept. officials will verify the Corpus fund payment by the bidder. If the payment is not made, a reminder will be received by TIA/Bidder.

- 17) The bidders are requested to download the tender document and thoroughly go through all the terms and conditions mentioned in the tender document and seek clarifications, if any, from the Tender Inviting Authority.
- 18) The bidders are requested to keep track of any amendments/modifications which may take place by issuing Addendum's/Corrigendum's by the Tender Inviting Authority on a regular basis in the e-procurement platform. No Communication shall be made directly to any firm in this regard. The Tender Inviting Authority shall not be responsible for any claims/problems arising out of this clause.
- 19) Initially the bidder has to select for the bid is proposed to be submitted. The Bidder shall complete the process and steps required for

Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the Bidder. Bidders may also note that the bids for which an Acknowledgement is not generated by the e-Procurement system are treated as invalid. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids.

- 20) The website will not accept any bid after the last dates for submission of bids. The Tender Inviting Authority will not accept any hard copy of the bid by the Bidder for the reason that the Bidder was not able to submit the bid through website due to any technical problems in the website.
- 21) The successful tenderer shall process the work for Printing and Supply of Principles of Valuation to all the Spot Valuation Centers in the District Headquarters and State Bulk to the Directorate Of Government Examinations, A.P., Vijayawada/Office of DEO in the state for SSC and ASE 2024". All the costs of transportation shall have to be borne by the firm as specified in the work orders.**
- 22) The bids submitted online by tenderer must be accompanied by all the documents prescribed in the tender document and tender schedule without fail, failing which, the submitted bids may not be considered.
- 23) In order to allow prospective bidders reasonable time, if required, the Tender Inviting Authority, at his/her discretion, may extend the last dates for submission of bids.
- 24) All the documents issued by the Tender Inviting Authority with respect to this tender will be in English Language only. The bids and supporting documents submitted by the bidder may be in any language; however, if any language other than English is used, the bidder shall accompany an accurate translation of the same in English Language, which shall be considered for interpretation of the bid and for all the purposes including adjudication of disputes arising out of the contract.
- 25) The original Earnest Money Deposit (EMD) (same as uploaded in portal), and the set of documents, uploaded in the web portal, shall be submitted at the time of opening of pre-qualification bid for the purpose of verification.
- 26) The Bidder is required to sign the declaration enclosed with the Technical Bid with date and stamp of the designation or status of the signatory enjoying the Authority of the firm. The same signatory shall be required to execute the agreement/ bond under his / her signature only. The signatory should produce documentary evidence empowering him/her to do so, if called upon at any time during the contract period.
- 27) Unsigned tenders will not be accepted. Tenders from the Firms/ Persons/Organizations convicted under the Consumer Protection Act, Sales Tax or Income Tax or any other relevant Acts and Rules of State/Central Governments will be rejected. A declaration shall be

appended with the tender stating that the firm has not been convicted / penalized / blacklisted at any point of time prior to this tender. The Tender, submitted without this declaration, will summarily be rejected. Conditional tenders will be rejected.

- 28) Vague quotation with indefinite expressions such as “Subject to prior sale or subject to stocks being available etc.” will be rejected.
- 29) The Tender Inviting Authority/Government of Andhra Pradesh reserve the right to cancel the tenders at any point of time without assigning any reason thereof.
- 30) The Tender Inviting Authority reserves the right to split the order & assign to two or three qualified Bidders in order to ensure quick and efficient supply without prejudice to invoke the default clause.
- 31) The Tender Inviting Authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected Bidder or Bidders of the grounds for the said action.
- 32) The tenderer should mention the correct address of the firm with telephone number, Registration Number etc., duly enclosing a copy of the certificate of Registration for physical verification by the Director of Government Examinations A.P. The Registered Office of the firm and printing work of the firm should be situated within the states of Andhra Pradesh & Telangana only. Copies of latest GST, Income Tax clearance certificate should be enclosed.
- 34) A certificate certified by the Department of Industries indicating that the firm is not blacklisted by Government of Andhra Pradesh / Telangana or any other organization shall be produced. Certificate of experience on similar works, if any, may be enclosed with samples.
- 35) The tenderer should have been in the field of DTP operation, continuously without closing for the last (3) years (Evidence should be produced). The firm should have their own data entry operators and proof reading the languages in which the printing work is ordered and as notified in the tender.
- 36) All the tenders received are subject to verification, negotiation of rates and finalization by a Committee constituted for the purpose and the decision of the Committee shall be final and binding on all the tenderers.
- 37) The Director of Government Examinations, A.P., Gollapudi, Vijayawada will select the successful Tenderer and inform by letter and then only agreement of contract has to be produced. The contract or any part of the contract is not transferable.
- 38) This work is subject to provision of **Act. 25/97 of Govt. of A.P.** and as such strict secrecy shall be maintained failing which action as per the act will be initiated against the firm.

39) Scope of Work: The DTP has to be done for the draft copies of Principles of Valuation for SSC Public Examinations and ASE 2024 separately on the 70 GSM of A4 size milky white paper duly following the measurements given below.

- The length and width of A4 sheet should be 290 mm and 210mm respectively.
- Margins as specified (i.e.) (1) Top 20mm (2) Bottom 20mm (3) Right 20mm and (4) Left 25mm shall be provided on each sheet.
- Number of lines should be 30 to 35 in each page of A4 sheet for all paper codes. The lines should be in AUTO LEADING. The copies of the Principles of Valuation have to be supplied in 70 GSM of milky white paper printed on both the sides of the paper (Back & Back) without any SEE THROUGH PROBLEM i.e. the printed matter should be distinct and legible on both sides.

40) The following are the paper codes for printing and supply of Principles of Valuation.

I	Telugu Language	4 Paper Codes	01T&02T, 03T, 09T, 04S
II	Hindi Language	2 Paper Codes	01H&02H, 09H
III	Urdu Language	2 Paper Codes	01U&02U, 03U
IV	English Language	2 Paper Codes	13E&14E/11E
V	Mathematics Telugu & English Medium	2 Paper Codes	15T&16T, 15E&16E
VI	Physical Science Telugu & English Medium	1 Paper Codes	19T&19E
	Biological Science Telugu & English Medium	1 Paper Codes	20T/20E
VII	Social Studies Telugu & English Medium	2 Paper Codes	21T&22T, 21E&22E
TOTAL		16 Paper Codes	

41) Approximate number of copies required for SSC Public Examinations and ASE 2024 for each examination in each paper code.

Subject	Paper Code	Approximate number of copies required
		Count
Telugu	01T & 02T	3520
Telugu(composite)	03T	1440
Sanskrit	04S	1280
Telugu	09T	780
Hindi	09H	3350
Hindi	01H & 02H	660
Urdu	01U & 02U	700
Urdu	03U	660
English	13E & 14E	3290
English	11E	640
Mathematics (TM)	15T & 16T	2780
Mathematics (EM)	15E & 16E	3260
Physical Science (TM & EM)	19T & 19E	6360
Biological Science (TM & EM)	20T & 20E	6100
Social Studies (TM)	21T & 22T	2800
Social Studies (EM)	21E & 22E	3130
Total	16 codes	40750

The Director of Government Examinations, will supply a statement showing the paper code wise/District wise bulk to be supplied to all the District Educational Officers/Camp Officers in the State along with the DGE office bulk. The firm has to pack the copies of Principles of Valuation paper code wise separately in thick polythene packets, which have to be again packed District wise in cardboard boxes duly affixing the abstract label showing the paper code and number of copies and supply according to the requirement indented directly to the District Educational Officers in the District Head Quarters/Spot Valuation Camps (the venues of spot valuation camps will be informed by this office later) and the Office Bulk has to be supplied to the office of the Director of Government Examinations, Gollapudi, Vijayawada from the printing place. The exact date will be informed to the selected firm at the appropriate time.

- 47) The selected firm has to install a minimum of two systems along with DTP operators in the office of the Director of Government Examinations one day before the commencement of the Examination. The draft copies of Principles of Valuation will be handed over by the DGE on the same day after conclusion of the Examination (Copy of Examination Time-Table will be supplied). Two or three rounds of printed proofs have to be supplied immediately to this office for verification by the examiners, who have drafted the principles. The printing work for each paper has to be commenced only after final proof is approved by the Officer concerned and final strike order of the paper is given. The firm also has to supply the paper code wise subject wise principles data on CDs in PDF file in order to send the same to all the DEOs.
- 48) The quantity can either be increased or decreased or certain items can be done away with basing on the requirement, at the time of execution of agreement or even later when final decision would be taken. The Director of Government Examinations, A.P., Gollapudi, Vijayawada has discretion to change the entire tender if there are cogent reasons at any stage or even it can be cancelled at any stage without any notice. **The decision of the DGE is final in the selection of the firm.**
- 49) If any lapses are found in the firm while printing and supply of Principles of Valuation to the Spot Valuation Camps in the State, penalty as deemed fit will be imposed proportionately by the Director of Government Examinations, A.P., Gollapudi, Vijayawada and the same will be deducted from the final bill.
- 50) The bills raised by the firm after supply of copies of Principles of Valuation to all the Spot Valuation Camps in the State will be credited to the respective account of the firm through online. No advance payment will be made at any stage of the work. TDS (Tax Deducted at Source) will be deducted at the time of payment of the bill amount to the firm according to the IT Act.
- 51) The proprietor/authorized person of the selected firm should give an undertaking that, he will abide by all the rules and conditions laid down in this Tender Schedule and Terms & Conditions.

- 52) In case of neglect or refusal on the part of successful tenderer, after entering into agreement to take up DTP work / supply of DTP proofs / Master copies, the Director of Government Examinations, A.P., Vijayawada or any person authorized by him thereon has the discretion to cancel the agreement executed by the firm and to arrange for expeditious execution of DTP work through any other DTP firm and the successful tenderer had to forfeit the EMD already paid. The firm will be recommended for blacklisting.
- 53) The EMD of all the tenderers except the successful tenderer will be refunded only after the finalization of the tender.
- 54) If the firm breaches the contract under any circumstances or violates any of the terms and conditions or secrecy in any manner the firm will be recommended for blacklisting by the concerned Department of State Government besides withholding the printing charges to be paid including the cost of paper used by the firm by the Director of Government Examinations, Andhra Pradesh, Gollapudi, Vijayawada. Apart from that even the EMD will not be returned back to the firm.
- 55) For redressal of grievances, if any, i.e., for withholding of printing charges, blacklisting of the firm for any lapses on the part of printer, has to approach the Judicial authorities at AMARAVATI City only where the execution of agreement is made and not any other place. No arbitration will be permitted. The Jurisdiction for all legal disputes arising out of the agreement will be at AMARAVATI City in the State of Andhra Pradesh.

Special Note: *The decision of the Director is final in the selection of the firm to supply the above items. The quantity shown above can either be increased or decreased or certain items can be done away with based on the actual requirement at the time of execution or even later when final decision is to be taken. The entire tender can also be changed if there are cogent reasons at any stage and even cancelled at any stage. The format and matter to be printed will be supplied along with work order and the Director has right to modify the matter and format as per the need before actual printing is taken up.*

**DIRECTOR
GOVERNMENT EXAMINATIONS**