

Tender Document

For
Empanelment of Agency for providing Printing Services
To

National Testing Agency (NTA)



NATIONAL TESTING AGENCY

Excellence in Assessment

NATIONAL TESTING AGENCY

(An autonomous organization under the Department of Higher Education, Union Ministry of Education, Government of India)

First Floor, NSIC-MDBP Building Okhla, Industrial Area,

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NOTICE INVITING TENDER

Online bids are invited on single stage two bid tender system for Empanelment of an Agency for providing Printing Services to the National Testing Agency (NTA).

Tender documents may be downloaded from GeM Portal. Bids shall be submitted online only at GeM website: <https://gem.gov.in>.

Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions to the Tenderer' for the e-submission of the bids online through the GeM Portal for e-Procurement at <https://gem.gov.in>.

Disclaimer:

This Tender is not an offer by the National Testing Agency (NTA), but an invitation to receive offers from vendors. No contractual obligation whatsoever shall arise from the tender process until and unless a formal contract is signed and executed by a duly authorized officer of the National Testing Agency.

Introduction:

The Ministry of Education (formerly MHRD), Government of India (GOI) has established National Testing Agency (NTA) as an independent autonomous organization under Society Registration Act 1860 National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained testing organization to conduct entrance examinations for admission/fellowship in higher educational institutions.

To assess competence of candidates for admissions and recruitment has always been a challenge in terms of matching with research based international standards, efficiency, transparency, and error free delivery. The National Testing Agency is entrusted to address all such issues using best in every field, from test preparation, to test delivery and to test marking.

Aims & Objectives of the tender:

This tender is being floated Empanelment of Agency for providing Printing Services to the National Testing Agency (NTA)

1. Scope of work and General instructions for Tenderers

Scope of work: Printing work of National Testing Agency Okhla as per Annexure I.

General Instructions:

- i) The interested service providers/printers must submit the tender through GEM Portal as per required packet/cover contents.
- ii) The tender is a "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money (EMD) and Cost of Tender Form. The Tender fee can be in the form of DD or can be remitted in favor of NTA. The Account of NTA is in State Bank of India, D-211/1, Sector -61, Noida. The details are as under:
Account No. 37714486224
IFSC Code SBIN0005222
MICR Code 110002422.
- iii) Bidder must submit Tender Fee Demand Draft or receipt of successful submission of Tender Fee & EMD document to the NTA Okhla in Hard copy, at least a day or 24 hours before the closing of Last date/time of Bid Submission. If not complied, bid will not be considered for opening and rejected out rightly.
- iv) As per Rule 170 of GFR--- "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)" are exempt from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule(170 of GFR) are however required to submit a signed Bid securing declaration (as per **Annexure II**) accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years from being eligible to submit Bids for tenders with National Testing Agency.
- v) The rate contract shall be initially for a period of one year from the date of letter of awarding the rate contract. However, the rate contract may be extended subsequently, on mutual consent, for a further period of two years as may be decided by the competent authority, after review of performance.
- vi) The exact value of printing work is required to be procured in 2022-23 in the contract cannot be said exactly, as it is depending upon the amount of official work for which printing work will be required.
- vii) The quality of printing should be of good standard and as per requirement. In case it is found that the services are not up to the mark and ordered specification, it would be open to the Department to terminate the Agreement and forfeit the Performance Security and blacklist the firm.
- viii) The Tender fee/Earnest Money Deposit should be submitted in favor of DG NTA, New Delhi on or before last date of bid submission up to 03.00 PM. Without which the quotations will not be considered. Late receipt of Earnest Money viz. after closure of

online bidding time, or non-receipt of Earnest Money will make the bidder dis-qualified, and that bid will not be considered.

- ix) The successful bidder will have to deposit Performance Security in favor of DG NTA, New Delhi for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by NTA on account of unsatisfactory services.
- x) The bid must be valid for a minimum period of ninety days from the due date.
- xi) No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
- xii) The Technical Bid shall be opened online on the Scheduled date and time. If after award of the contract, the successful bidder (L-1) fails to provide required printed/stationery items, the rate contract is liable to be cancelled along with forfeiture of Performance Security Deposit and other consequential actions such as Blacklisting of the firm etc.

2. Eligibility Criteria for qualifying the Technical Bids: -

- i) Tender Fee/EMD to be submitted by the Bidders as mentioned in the Bid Document.
- ii) The Bidder should have average turnover of 20 Lacs for the 2018-19, 2019-20 and 2020-2021.
- iii) Bidders are required to have at least 20 years of working experience in complete Designing and printing with reputed business (proprietorship or partnership).
- iv) Bidder are required to uploaded at least two major work orders i.e., Rs.10.00 lacs each for the Financial Year 2018-19,2019-20 and 2020-2021. respectively awarded to hint by the Government Departments, PSUs, and reputed Business Organizations as on date.
- v) Bidders are required to upload PAN Card of the firm, GST Registration Certificate allotted by concerned authorities.
- vi) Bidders are required to upload a Declaration on letter head stating that the bidder has not been blacklisted by any Ministry/Department/Organization.

If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the Earnest Money Deposit or the Performance Security deposit will be forfeited and no excuse whatsoever will be entertained, therefore.

3. Terms and conditions

- i) The rate approved in this tender shall be valid for the whole of the period of the rate contract and no upward revision will be allowed during the period of the contract.
- ii) It shall be the responsibility of the successful tenderer to deliver the printing work at NTA premises as stipulated date/time of work order.

- iii) The bidders should have at least one dedicated landline telephone connection and one mobile for contact. The details of the same may be furnished in the bid.
- iv) Selected lowest Bidder(s) shall be empaneled as Service Providers on the fixed rate for one year from the date of signing of Agreement. The contract may be extended for next two years if mutually agreed to by both the parties on year-to-year basis. In case the empaneled service provider is found in breach of any condition(s) of tender/agreement at any stage or services of service provider are found not to the satisfaction to the Department, the agreement/contract may be terminated leading to forfeiture of performance security. The decision of the Department shall be final in this regard.
- v) NTA can empanel more than one agency for the printing services at L1 rates.
- vi) It may specifically be mentioned whether quotation is strictly as per terms and conditions of the tender. Deviation if any must be spelt out specifically in Technical Bid. In the absence of this, the quotation may be rejected.
- vii) The bidder must quote for all items as per price schedule (BoQ), **the quantity of which is tentative and may vary time to time.** The evaluation of bids shall be made on overall basis. Conditional discounts, if any offered shall not be considered for evaluation purpose. **After technical bids have been opened, then no bidding firm will be allowed to withdraw or on notifying the rates, refuses to accept the tender or violate any other terms and conditions of the tender, its EMD will be forfeited.**
- viii) All the rates quoted in BoQ must be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of GST, which shall be paid by the Department on applicable rates.
- ix) Duly constituted committee shall first open and evaluate Technical Bids. Price bids of only those bidders shall be opened whose technical bids are found to be in order as per terms and conditions of tender. Intimation to this effect shall be separately sent to the bidders whose bids are found technically acceptable. **The lowest quoted bidder(s) shall be chosen based on total lowest bid price received.**
- x) The Department reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever.
- xi) **Payment:** Payment shall be made to the firm only on satisfactory acceptance of the work as well as receipt of pre-receipted bill in triplicate. In case any item is found to be not as per ordered specification or does not meet the requirement or found to be of sub-standard quality, the same shall be rejected and supplier should replace the same without extra charge within the specified delivery schedule.
- xii) **Earnest Money Deposit (EMD):** Each quotation must be accompanied by Earnest Money Deposit which shall be in the form of Demand Draft / Pay Order in favor of DG, NTA payable at New Delhi. Quotations received without Earnest Money deposit are liable to be rejected.
 1. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraws amends, impairs, or derogates from the tender in any respect within the period of validity of the tender.

2. The earnest money of all the unsuccessful tenderers will be returned as early as possible after award of contract letter. No interest will be payable by the Department on the Earnest Money Deposit.
 3. Earnest Money of successful bidder shall be returned after submission of the performance Security. **Performance Security** of 3% in form of DD /Pay Order/ Bank Guarantee or Fixed Deposits Receipts (FDR).
- xiii) **Penalty:** If the supplier fails to deliver any or all off the goods within the period specified in the purchase order, the purchaser shall without prejudice to its other remedies, deduct as liquidated damage 5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 25% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the party. Department shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within stipulated delivery period.

4. Agreement deed: -

The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 7 days from the date of award of the contract. Agreement/contract will be signed after the submission of the performance security at the following terms.

- a) The rates mentioned in the Financial Bid would be valid for one year from the date of award of contract/submission of the performance security/Agreement Deed whichever is later but not more than seven days. The bidder must submit all the formalities within seven days, failing which the schedule of time will be counted from the date of award of contract.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.

5. Arbitration:

In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party. the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then Department will appoint the sole Arbitrator'. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996. or of any modifications or reenactment there of including the rules framed there under.

6. Force Majeure:

- 1) For the purposes of this agreement, Force Majeure means an event which is beyond the reasonable control of a Party and which makes a party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances and includes but is not limited to war, riots, civil disorder, earthquake, fire , explosion, storm, flood or other adverse conditions, strikes, lockout or other industrial action (except where such strikes, lock out or other industrial action are within the power of the party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- 2) Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Bid and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.
- 3) The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The Purchaser will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Bidder / Bidder's Team in performing any obligation as is necessary and proper, to negate the damage due to projected Force Majeure events or to mitigate the damage that may be caused due to the abovementioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.
- 4) In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure

Annexure-I

Sr.	CATEGORY	No. OF Pages	Colored / B/w	Size	Type of Binding	GSM	Tentative Annual Quantity
1	Cover Page Design for IB, Guidelines E-Certificate, Research Report etc.			11.5X8.5 Inch			50
2	Inner page Design			11.5X8.5 Inch			1500
	PRINTING SERVICES						
3	Leaflet front/back –four colors Printing			11.5X8.5 Inch		80	300000
4	Guideline’s booklet –Printing (Cover page-300 GSM & Inner Page -80 GSM) Glossy Paper	74 min-100 max	Both Cover page and Inner pages Four Colours	11.5X8.5 Inch	Book Binding	Cover Page: 300 Inner Page :80	13000
5	Appendix 32 Pages		B/W	11.5X8.5 Inch	Book Binding		15000
6	Information Bulletins Printing (English, Hindi, Tamil, Kannada, Marathi, and other languages)13 Languages (Cover page-300 GSM & Inner Page -80 GSM) Glossy Paper	80 min-108 max	Both Cover page and Inner pages Four Colours	11.5X8.5 Inch	Book Binding	Cover Page: 300 Inner Page :80	8000
7	Identity Cards		Colored	4.2X2.5 inch	-	300	4,00,000
8	Dairy (Hard Cover)		Colored	8.25X 5.5inch	Hard Bound	80	500
9	Answers Sheet -32 pages		B/W	11.5X8.5 Inch	-	80	10000
10	Answer Sheet (Supplementary) -04		B/W	11.5X8.5 Inch	-	80	5000
11	Calander		Colored	20x14 Inch	12 Leaf	300	500
12	NTA e-Certificate Printing		Colored	11.5X8.5 Inch		300	5000
13	Previous years Question Papers (Hard Bound)		Colored Cover Inner Pages B/W	11.5X8.5 Inch	Hard Bound	300	
14	Annual Report/ Similar Booklets		Colored	11.5X8.5 Inch	Book Binding	Cover Page: 300 Inner Page :80	100
15	Envelopes						
A	Paper envelope		Yellow/ Brown/ Pink/ Blue/Green/Brown /white	10X12 Inch	With Jali/ Without Jali		40000
B	Paper Envelope		Brown/ Green with 03-inch pocket	12X16 Inch	With Jali		13000
C	Tamper Evident Envelope		Colors as decided by Competent Authority	12X14 Inch	-		30000
D	Fabric Bags		Pink/Green/ Blue	16X18 Inch	-		18000
E	Paper Envelope		Different Colors	11X6 Inch	With jali		24000
F	Paper Envelope		Different Colors	15X10 Inch	With jali		24000

BID SECURING DECLARATION FORM

Bid No.: _____ Dated _____

To,

Okhla

Respected Sir,

We, the undersigned, declare that:

We, M/s.....(Herein referred as vendor) understand that, according to bid Clause No.

_____, bids may be supported with a Bid Securing Declaration, Vendor render the declaration that:-

The Vendor will automatically be suspended from being eligible for bidding in any contract with the NTA Okhla (herein referred as Purchaser) for the period of 3 years, starting on bid submission closing date, if Vendor are in breach of any of the following obligation(s) under the bid conditions: -

- a) If a Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.
- b) In case of a successful Bidder, if the Bidder fails to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this Tender.
- c) During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

Vendor understands that this declaration shall expire if Vendor is not the successful Bidder and on receipt of purchaser's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)

Authorized Signatory

Name.

Designation:

Office Seal:

Place

Date:

Financial Bid:

Sr.	CATEGORY	Unit	Rate/Unit
1	Cover Page Design for IB, Guidelines E-Certificate, Research Report etc.	Per Page	
2	Inner page Design	Per Page	
	PRINTING SERVICES		
3	Leaflet front/back –four colors Printing	Per Page	
4.A	Guideline’s booklet – Digital Printing (Book Binding) for 74-100 Pages (Glossy paper)	Per Booklet	
4.B	Per page Rate for extra page after 74 pages	Per Page	
4.C	Guideline’s booklet – Offset Printing (Book Binding) for 74-100 Pages (Glossy paper)	Per Booklet	
4.D	Per page Rate for extra page after 74 pages	Per Page	
5	Appendix 32 Pages	Per Booklet	
6.A	Information Bulletins Digital Printing (English, Hindi, Tamil, Kannada, Marathi, and other languages)13 Languages (Book Binding) 80-108 Pages (Glossy paper)	Per Booklet	
6.B	Per page Rate for extra page after 80 pages	Per Page	
6.C	Information Bulletins Offset Printing (English, Hindi, Tamil, Kannada, Marathi, and other languages)13 Languages (Book Binding) for 80-108 Pages (Glossy paper)	Per Booklet	
6.D	Per page Rate for extra page after 80 pages	Per Page	
7.A	Identity Cards (offset printing)	Per Unit	
7.B	Identity Cards (Digital Printing)	Per Unit	
8	Dairy (Hard Bound)	Per Unit	
9	Answers Sheet -32 pages	Per Booklet	
10	Answer Sheet (Supplementary) -04	Per Booklet	
11	Calander	Per unit	
12	NTA e-Certificate Printing	Per Page	
13	Previous years Question Papers (Hard Bound)	Per Booklet	
14	Annual Report/ Similar Booklets	Per Booklet	
15.A	Paper envelope (With Jali/ Without Jali)	Per Unit	
15.B	Paper Envelope (With Jali)	Per Unit	
15.C	Tamper Evident Envelope	Per Unit	
15.D	Fabric Bags	Per Unit	
15.E	Paper Envelope (With jali)	Per Unit	
15.F	Paper Envelope (With jali)	Per Unit	
		Total	To be Quoted by the Bidder.

Bidders must quote for the Sum of above 21 items in compliance with the Calculation sheet.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the GeM Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal.

More information useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in/>.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the GeM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine several search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the GeM Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / Tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the GeM Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should consider any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents must be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, Auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder must select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e., after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary must be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to the GeM Portal Helpdesk.