



NORTH DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT: HQ
DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE
E BLOCK, 15TH FLOOR, JLN MARG, N DELHI-02
E-mail ID: sansthanhg@gmail.com Tel. No. 23226512



No./DI 2436 /DDE/R&E/Edn./HQ/2019

Date: 31/01/2019

Sub: Short Notice Inviting Tender for printing question papers of merit Scholarship examination for the session 2018-19 –regarding.

Sir/Madam,

Education Department of North Delhi Municipal Corporation invites sealed quotations/bids from publishing firms/agencies registered with NSIC/SSI/Kendriya Bhandar/NCCF/DGS&D etc for printing question papers in the shape of booklets for merit scholarship examination for the session 2018-19 as per following details/specifications:

Specification:

1	Paper	White Paper
2	Booklet size	22.5 cm x 17.0 cm
3	Approx. No. of examination centers	55
4	No. of questions in each booklet	120
5	Approx. pages in one booklet	16
6	Work to be performed	Printing in three languages namely Hindi, English & Urdu, composing, proof reading, gathering and stitching of booklets.

The no. of question papers & keys to be printed are as follows:

Class	Medium	Approx. Number of pages in one question paper (booklet)	Approx. Number of question papers
IV	Hindi & English	Set A – 16	4550
	Keys	Set B – 16	4550
IV	Urdu & English	Set A & B [Each 65]	130
	Keys	Set A – 16	50
V	Hindi & English	Set A & B [Each 5]	50
	Keys	Set A – 16	10
V	Urdu & English	Set A & B [Each 70]	5100
	Keys	Set A – 16	5100
V	Urdu & English	Set A – 16	140
	Keys	Set B – 16	50
V	Urdu & English	Set A & B [Each 5]	50
	Keys	Set A & B [Each 5]	10

TERMS & CONDITIONS:

1. Registration certificate of the Agency/Firm with which Agency / Firm is registered should be provided.
2. Ink should not be spread by writing over the paper.
3. The Agency/firm will deliver the question papers properly by making sets at the O/o Research & Extension Institute, Education Department, HQ, Nangia Park, Shakti Nagar, Delhi-110007.
4. Rates should be legibly mentioned in the prescribed format, in figures as well as in words. The amount should be pasted by a transparent cellophane adhesive

tape failing which the bid shall be rejected outright. Seal of Agency/firm should be affixed along with the signature of Proprietor/Partner/Director/Authorized Signatory, as the case may be.

5. The Agency/firm should be having unblemished record and should not have been declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/Municipal Corporation/PSU/Autonomous Body.

6. The Agency/firm should not be blacklisted and declared ineligible for corrupt and fraudulent practices or the reasons whatsoever by any State/Central Government/Municipal Corporation/PSU/Autonomous Body on the date of Bid Submission.

7. The department reserves the right to blacklist the Agency/firm in case of violation of the terms and conditions raised by the Education Deptt. North DMC.

8. The department reserves the right to accept or reject any bid/quotation without assigning any reason(s).

9. **Complete secrecy must be maintained during the whole process.**

10. Payments will be done in 30 days after the successful completion of work.

11. Rate should be quoted in the Agency/ firm's letter head in the following format: in separate sealed envelope.

Rates quoted per booklet (incl. of all taxes/charges)	

12. The agency/firm must clearly undertake that all the terms & conditions of this bid document are acceptable to them.

You are requested to submit quotation in the above format latest by 7th February, 2019 up to 03:00 PM in the office of Director (Edu.) Education Deptt. 15th floor Civic Centre North DMC Delhi-110002. The envelop be marked "Quotation for printing question papers for merit scholarship examination 2018-19".


31/1/19
DDE (R&E)