

BOARD OF SECONDARY EDUCATION
MANIPUR

TENDER NOTICE

Imphal, the 29th September, 2011


No.1/1/BSEM/05(SSA)Pt. Sealed tenders are invited from the reputed, registered offset printing firms with a turnover of Rs.30 lacs per annum, for printing of text-books of the Board of Secondary Education, Manipur for supply to the SSA, Manipur Unit. The text-books are to be printed at $\frac{1}{4}$ crown size in two colours. The rate should include cost of paper (70 GSM cream wove), cover (250 GSM Art Board) of the book and delivery at the godown of the Board at Imphal. The rate quoted and complete in all respect should reach the undersigned on or before 11-10-2011. The terms and conditions governing the tender process is available separately and at www.bsem.nic.in. The undersign reserves the right to accept or reject any tender or all tenders without assigning any reason thereof.


(L. Rajmohan Singh)
Secretary

Memo No. 1/1/BSEM/05(SSA)Pt.
Copy to:-

Imphal, the 29th September, 2011

1. The Principal Secretary/Education (Schools), Govt. of Manipur, for kind information.
2. The Chairman, BSEM, for kind information.
3. The Editor,for kind publication of the Notification in your esteemed daily for two days only and submit bill in duplicate.
4. The SIO, NIC-MSU, Govt. of India for kind arrangement to put up this Notification on the official website of the Board, www.bsem.nic.in. (along with terms and conditions enclosed)
5. The Deputy Secretary F/A for information and necessary action.
6. Guard file.


3/110
Prtd.


(Ng. Ningthemton Singh)
Deputy Secretary

BOARD OF SECONDARY EDUCATION
MANIPUR

TERMS & CONDITIONS FOR PRINTING OF TEXT-BOOK

1. The printing firm should have its own printing facility. Proof of ownership of the offset printing machines and their location should be stated. To be eligible to participate in the tender, the printing firms should own the minimum printing machineries and should have the infrastructure facilities.
2. The printing firm should have an annual minimum turnover of Rs. thirty lacs and above. Turnover of the printing firm shall be certified by a chartered accountant. Turnover certificate shall also be based on the audited accounts of the printing firms or based on the returns filed with the Income tax authorities or the commercial tax authorities.
3. The firm must be registered with the Sales Tax/Value Added Tax and the support for the same is to be attached.
4. Proof of certificate for turnover is required to be submitted with the tender (CA certificate or copy of the balance sheet)
5. The printing firm should provide brief profile of their work experience for the last three years along with the relevant samples of the similar work done earlier.
6. The tender received through fax / e-mail or received late due to postal delay etc. will not be accepted. The parties have to ensure the receipt of tenders well in time.
7. The application fee of tender of amount of Rs.500/- (Rupees five hundred only, non-refundable) in the form of DD in favour of "The Secretary, Board of Secondary Education, Manipur" payable at Imphal should be attached with the application form without which the offer would not be considered.
8. A sum of Rs. one lac only (refundable) is to be deposited after the execution of the contract as security.
9. The completed text-books are to be delivered at the godown of the Board of Secondary Education, Manipur, Babupara, Imphal. The transportation charge from the press to the godown of the Board i.e. Imphal is also to be included in the tender and it can be worked out separately.
10. The total cost quoted should be exclusive of taxes. Applicable taxes are to be mentioned separately.
11. The price quoted should be valid for one year. The Board at its discretion may decide not to go ahead with some of the items listed to be printed.
12. The total printing shall be undertaken in English, Hindi and Manipuri (Meetei mayek, Bengali and Roman script).

15. The total number of titles to be printed is 70 and approximate copies is 11,63,000.
14. The SSA Logo subtscripted with "FREE TEXT-BOOK-2012, SSA MANIPUR" and "NOT FOR SALE" will be printed on each page and cover of the text-books.
15. The Board of Secondary Education, Manipur reserves the right to accept / reject / select more than one printer and to annul the tender process any or all of them at any time prior to award of contract without thereby incurring any liability to the affected tenders.
16. Paper for the textbooks shall be procured from A-grade paper mills. The minimum brightness of the paper shall be 80 to 90%,it should be 70 GSM cream wove for the text and 250 GSM Art Board for the cover.
17. The entire work of printing and delivery of text books should be completed within 45days from the date of issue of work order.
18. The period of contract shall be for one year. The Board of Secondary Education, Manipur will have the option of terminating the contract during the currency of contract period by giving ten days notice.
19. The successful bidder shall fully insure the printed text books to be supplied under the contract against loss or damage incidental to printing or distribution, transportation, storage and delivery.

Certificates to be enclosed.

- (i) PAN registration certificate under the Indian Income Tax Act, 1961.
- (ii) Proof of annual turnover for the past 3 financial years.
- (iii) Proof to show that the firm is in printing business in the past 5 years.
- (iv) Sample of the papers that the firm will make use for printing the text pages and the cover pages, along with a sample of the cover page.

D I S C L A I M E R

The purpose of this tender document is to provide the printing firms with information to assist the formulation of their proposals. This tender document does not purport to contain all the information that each printing firm may require. This tender document may not be appropriate for all persons, each printing firms should conduct its own visit and analysis and should check the accuracy, reliability and completeness of the information contained in this tender document and wherever necessary, obtain independent advice from appropriate sources. Board of Secondary Education, Manipur, Babupara, Imphal makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness.

Secretary
Board of Secondary Education
Manipur, Imphal