



**Gujarat Public Service Commission
AHMEDABAD.
www.gpsc.gujarat.gov.in**

No.CNF-Printing-1/2013-14

Date:

Printing Of Confidential Material

Sealed Tenders are invited, in two parts (RFQ &RFP) from reputed, Competent, eligible and experienced Press/Agency for Printing of Confidential Material. Blank tender forms can be downloaded from our website www.gpsc.gujarat.gov.in

Duly filled in Tender shall be received at the address mentioned in the tender document in the manner prescribed, on or before 10-01-2014 up to 10:00 AM along with the authentic proof of eligibility conditions tender fee and EMD as specified in the said tender document.

Chairman
Gujarat Public Service Commission
Ahmedabad.



**Gujarat Public Service Commission
AHMEDABAD.**

PART-A : REQUEST FOR QUALIFICATION

From:-

*To,
Shri Mahendrakumar T. Bhatt
110,Pooja Appartments,
Radhavallabh Colony,
Jaihind School (Doon School) Lane (Gali),
Maninagar
Ahmedabad-380008.

SUB : TENDER FOR PRINTING OF CONFIDENTIAL MATERIAL

Sealed Tender are invited, AT THE ADDRESS MENTIONED ABOVE (*), OF THE UNDERSIGNED, PERSONALLY DELIVERING IT BY HAND, for printing of the Question Papers in the most confidential manner as detailed below :-

High quality printing of question papers is required to be carried out by offset security presses that do only question paper printing. **SECRECY AND SELF-SUFFICIENCY IS OF UTMOST IMPORTANCE.**

Presses fulfilling following conditions/eligibility criterias may send their Tender. It should be kept in a sealed envelope bearing name of the addressee as given and should be super-scribed “Confidential Printing-2013-14 (Part-A : Request for Qualification)” This should be enclosed in an outer cover without giving the name of

the Printer and should be delivered BY HAND or on the above mentioned address during 8:30 AM to 10:00 AM everyday to reach the undersigned on or before the 10-01-2014 The tender will become invalid if self-attested documents are not attached in support of their request for qualification.

The tender will become invalid if Demand Draft for Rs. 5000/- payable at Ahmedabad in favour of Secretary, Gujarat Public Service Commission, for the Earnest Money is not found with the tender.

Eligibility :

Keeping in view the sensitiveness, complexity, time bound execution of work, secrecy to be maintained and volume of work involved, following eligibility/qualifying criterias are prescribed for the printers/bidders, who are willing to undertake the tendered job. Printers conforming the following parameters only will be considered. Financial bids only of the qualified bidders will be opened.

- 1) Printer should have its printing press and / or registered office.
- 2) Printer should have minimum 3 years of experience in the last five years of confidential printing of Question Papers of the Public Examination Bodies for minimum 10 lakh students per year.
- 3) Printer shall have to submit self-declaration along with the Request For Qualification, stating clearly that printer has successfully & efficiently competed the confidential printing work for 10 lakh students for three years during the last five years for the Public Examination Bodies etc.
- 4) Printer should have an average annual turnover of Rs.1 crore (Rupees five crores only) flowing from similar job of confidential printing of QPs. Certificate of Chartered Accountant, confirming this should invariably be attached.
- 5) Printer should have sufficient equipments. machineries, infrastructure and capacity to print, pack and supply 3.5 lacs QPs within 7 days. Details of equipment, machineries, hardware-software and infrastructure should be submitted in the prescribed format (Annexure I) with ownership declaration certificate given by the Chartered Accountant for the same.
- 6) Printer should be empanelled with Indian Banking Association (IBA) or should be recognized as Security Printer by the competent authority.
- 7) Printer should have ISO-9000 or higher certification.

- 8) Printer should have to submit VAT/CST No. and PAN along with tender document.
- 9) The availability of computer hardware/software, experienced staff, financial soundness and printer's past experience of similar jobs shall be the primary criteria for judging the technical capability of the printer.
- 10) The printer must have required machinery for undertaking off-set printing of QPs, numbering machines, counting machines, packaging, sealing etc. to complete minimum required job in prescribed time-limit.
- 11) Printer shall have to submit the details of entire hardware, software, off-set printing machinery with a declaration that these equipments, machinery etc. Shall be put to use for the work exclusively as per the requirement of the commission.
- 12) Printer should have well structured group of experienced and efficient staff, data entry operators, proof readers, technical personnel etc. to undertake this job.
- 13) Printer shall submit last three years' audited balance sheets along with the RFQ.
- 14) Printer shall give declaration in the prescribed format (Annexure II) stating that the printer is not black Listed or no inquiry/case(s) are pending against him constituted /filed by Government of Gujarat or any other State Govt./State Board/University/Institution or by the Court of Law.
- 15) Printer should meet all the above qualification criterias by itself. Joint venture with other companies, firms, partners or sub-contracting of job shall not be eligible for opening of their commercial bids.
- 16) Printers satisfying above criterias in the primary scrutiny will only be (eligible for opening of their commercial bids.) considered.

- Note :**
1. Tender (s) received from the bidders will be processed in concealed manner.
 2. Gujarat Public Service Commission reserves all the right to reschedule, cancel or reject the tender without assigning any reasons there of.

Date:

Place:Ahmedabad.

Chairman

Annexure – I

Sr.No.	Item	Details
1	Press site	
2	Security Measures	
3	List of Machinery	
4	Post Printing facility	
5	Customer's List with nature of work.	
6	Printing capacity per day in Rims/Reels	
7	Experience in Confidential Printing (No of years)	
8	System of delivery	
9	Average turnover per year during last 03 years.	
10	Certified Balance Sheets of last 03 years.	
11	Contact person & Telephone/Fax numbers/e-mail	

Annexure – II

On Rs.50/- Stamp Paper

Declaration

I _____ do hereby declare that our firm is not black listed and no enquiries / cases are pending against us by Government of India / government of Gujarat or any State Board / Universities, since inception of the firm / company.

I further undertake that if above declaration proves to be wrong / incorrect or misleading, our tender / contract stands to be cancelled / terminated.

Date :

Place :

Signature of Authorized Person.



**Gujarat Public Service Commission
AHMEDABAD.**

PART-B : REQUEST FOR PROPOSAL

From:-

*To,
Shri Mahendrakumar T. Bhatt
110,Pooja Appartments,
Radhavallabh Colony,
Jaihind School (Doon School) Lane (Gali),
Maninagar
Ahmedabad-380008.

SUB : TENDER FOR PRINTING OF CONFIDENTIAL MATERIAL

Sealed Tender are invited, AT THE ADDRESS MENTIONED ABOVE (*) OF THE UNDERSIGNED PERSONALLY DELIVERING IT BY HAND, for printing of the Question Papers in the most confidential manner as detailed below :-

High quality printing of question papers is required to be carried out by offset security presses that do only question paper printing. **SECRECY AND SELF-SUFFICIENCY IS OF UTMOST IMPORTANCE.**

Presses fulfilling following conditions may send their Tender as per para 21 of this letter. It should be kept in a sealed envelope bearing name of the addressee as given and should be super-scribed “Confidential Printing-2013-14 (Part-B : Request for Proposal)” This should be enclosed in an outer cover without giving the name of the

Printer and should be delivered BY HAND or on the above mentioned address during 8:30 AM to 10:00 AM everyday to reach the undersigned on or before the 10-01-2014 Technical details are given in the succeeding paragraphs.

Basic format of Question Papers.

1. Question papers will either be in the form of a booklet containing questions and their answers (Multiple Choice Questions) or regular question papers or combination of both booklet and regular question paper of size 21 cm *27 cm varying from 2 to 16 pages or more pages. Questions will be of multiple choice, objective type / descriptive or otherwise. (Specimens of QPs are available on the website of the Commission for observation.)
2. Printing will be done on both sides of the paper. Except the language papers, other question papers will be printed in two languages viz. Gujarati (G), and English (E). In some subjects, Gujarati, and English question papers will be required to be bonded together. For example Gujarati & English together of Gujarati, & English together. If required, printer should be able to print Hindi language papers.
3. **As far as possible, 4 questions should be printed on each page paper of multiple / objective type, leaving 8 cm blank space at the bottom or on the right side margin as suggested by the Commission.**
4. Question Booklet / Question Papers shall be stapled on left side at two suitable places, the pages should have folds on the left hand side (as per the sample to be provided), so that even if the staples are removed the pages should NOT get opened from left hand side. Then, 1(one) sticker is to be put in the middle so that one is unable to read the questions by peeping through the Question Booklet.

Quality of Paper :

5. Paper used shall be white 60 GSM cream wove paper of an 'A' grade mills like HPC, Bellarpur, TNPL etc.

Photocomposing :

6. The question paper will be photocomposed on a Computerized Desk Top Publishing System (using laser printers) in 10 point for English text Manual composing will not be allowed.
7. Diagrams, if any, will also be made on the DTP system and not by hand.

Proof Reading :

8. Proof reading, proof correction with secrecy will be the sole responsibility of the Printer; NO OFFICER OF THE COMMISSION IS PERMITTED TO SEE THE PROOFS. Press will ensure that Gujarati, Hindi (wherever required) and English versions tally with each other.

Multiple Sets :

9. In booklet type of question papers, containing multiple choices of questions, thirty sets or less than thirty sets of jumbled booklets (A,B,C,D,.....) will be printed in the manner that they will be containing the same questions but their order is thoroughly jumbled in different sets so that the sequence and choices are totally changed in every set. The manuscript must not be treated as Set 1. The order of the sequence of Questions in the manuscript should be jumbled each time to have 30 number of different sets or less than thirty number of different sets as is instructed by the Commission. The code of each of 30 booklets, or less than thirty numbers of sets as per commission's requirement shall be printed on the cover page.

Printing

10. Printing should be of a high quality using only offset printing machines. Printing on treadle machines is not acceptable.

Numbering:

11. All booklets will be numbered sequentially on the cover page in red ink using printing machines. Manual numbering is not acceptable. Space for writing seat number (by the candidate) will also be provided on the top of the cover page as directed by the Commission.
12. Numbering will be different for different sets. These numbers must be indicated on the labels while packing the question papers.
13. All pages of Test Booklets (Question Papers) should be given a serial number and the total number of pages should be printed on the front cover. Every test Booklet should contain all the pages in serial order. Pages should not be found missing and the booklet should not contain duplicate pages.

Binding:

14. The question papers should be counted in maximum units of 24 and then packed inside inner envelop of 80 GSM Craft Paper. This inner envelop is to be further packed in outer 100 GSM Craft Cloth Lined Envelop. The outer cloth lined envelop will have label pasted on all joints of envelope and wax

sealed at two places on closing flap. This outer cloth lined envelop will have label pasted on it as per the sample to be provided.

15. The labels on the top will contain the Code & Subject No. of question papers, Serial No. of Question papers, Packet No. Set etc. and other details as asked for by the Commission.

Packing :

16. These sealed packets in specified numbers shall then be placed inside cardboard carton with polythene lining all around. The carton shall then be properly closed, covered again with polythene wrapping and stitched in Hessian cloth and labeled as per instructions given by the Commission. Finally, they are to be sealed using heat sealed one inch wide plastic strips. If water percolates inside the carton for any reason, damaging the question booklets, heavy penalty will be imposed.
17. Challan (Packing Memo) showing the number of packets and serial no. of question papers has to be supplied. Cardboard boxes should be numbered serially or centre wise as specified in order and should contain the question papers in ascending serial numbers.
18. The Printer will collect manuscripts from the chairman of the Commission Maintaining full secrecy as and when required.
19. About 7 days or less than 7 days time will be given for printing and supplying the material to the Commission. Printer will have to ensure timely delivery of the printed material at the venue mentioned in the work order by the Commission. Delay in supply of printed material will not be tolerated.

Penalty :

20. Penalty shall be imposed on the printer for the following, at the discretion of the Commission.
 - (a) Printing errors
 - (b) Use of inferior quality paper
 - (c) Variation in size
 - (d) Delay in supply
 - (e) Binding mistakes such as missing of some pages, duplicate pages in question booklets / QPs etc.
 - (f) Any other non-compliance of specifications given in the work order. In case of leakage of question paper(s) at the Printer's end, heavy penalty will be imposed on the printer and he will be blacklisted forever.

- (g) Packing of the question papers of one subject with the question papers of another subject or mixing of pages of two or more subjects in a question booklet.
- (h) Printing wrong examination code, wrong subject's code etc. on the question paper or on the envelope.
- (i) Sending less number of cartons and / or less number of Question Booklets / QPs in each packet than specified in the docket sent along with the material.

In such cases the Commission will not only impose penalty on the printer, he will also be required to print such QPs once again without being paid for the same.

21. Rates :

- (I) Rates be quoted per page per 1000 copies.
- (II) Rates should be all inclusive of photo composing, processing, jumbling of Questions as well as Answers, diagram making, plate making, offset printing, folding, pinning, numbering, binding, putting paper seals, heat sealing in polythene packets, stitching and sealing in cloth parcels, labeling, packing and strapping in boxes etc. and delivery up to Commissions premises.
- (III) No Sales Tax / VAT will be payable.
- (IV) Income Tax at the rate as applicable shall be deducted from the amount paid in lieu of which certificate in Form 16 will be sent.
- (V) Rates should be quoted in the following Performa only :-

Sr. No.	Particulars	Rate for Booklet Type Question Paper Rs.	Rate For Regular Type Question Paper Rs.
1.	Up to 500 Copies / Per Page		
2	Up to 1,000 Copies/Per Page		
3	Up to 5,000 Copies/Per Page		
4	Up to 10,000 Copies/Per Page		
5	Up to 50,000 Copies/Per Page		
6	Up to 1,00,000 Copies.		
7	More than 1,00,000 Copies.		

Note :

- (I) Rates should be all inclusive as mentioned in clause 21(ii) including delivery up to Commission's premises; also refer sub-clause (iii) and (iv).
- (II) If rates are not quoted as specified and extra terms and conditions are added, the quotation shall be rejected without entertaining any further correspondence.
22. A security amount of Rs. 1,00,000/- (One Lakh Only) shall be deposited in the form of Fixed Deposit Receipt with the Nationalized Bank n India for a period of 1 year in favour of the Chairman, Gujarat Public Service Commission before signing the agreement.
23. The Printer will be paid 50 % of the estimated printing cost, upon placement of the work order for printing of QP/Confidential Material. Further, The Printer will be paid another 30 % of printing & related cost after delivery of confidential material to the Commission. Balance 20% of the printing and related cost will be paid to the agency within 20 days after completion of entire examination to the full satisfaction of the Commission.
24. Each page of the Tender Form should be duly signed by the tenderer and returned with tender.
25. Tenderer will have to furnish the following information in detail on a separate sheet :-
(i) Press site, (ii) Security Measures, (iii) List of Machinery, (iv) Post Printing facilities, (v) Customer's List with nature of work, (vi) Printing capacity per day in Rims, (vii) Experience in Confidential Printing (no. of years), (viii) System of delivery, (ix) Average turnover during last 03 years, (x) Certified Balance Sheets of last 03 years, (xi) Contact person & Telephone / Fax numbers.
26. Chairman, GPSC reserves all the right to allocate / divide confidential printing work to one bidder or between / among bidders.
27. Gujarat Public Service Commission also reserves all the right to reschedule, cancel, accept or reject the tender without assigning any reasons there of.
- Printers should not try to contact any of the officers of the Gujarat Public Service Commission in-person or otherwise unless asked for.

Date :

Place :