



West Bengal Board of Secondary Education  
Nivedita Bhawan, Block- DJ-8, Sector-II  
Karunamoyee, Salt Lake  
Kolkata-700091  
Phone: (033) 2321-3089, 2321-3812 (Fax)

No: DS(Aca.)/173/T/26

Dt.: 14/08/2013

**NOTICE INVITING TENDER FOR PRINTING OF TEXT BOOKS FOR THE ACADEMIC YEAR- 2014**

Sealed tenders are invited in single Bid system (Technical Bid only) from the bonafide, resourceful and reputed private printing presses/Publishers who have their own infrastructural capacity for printing and binding school text books having registered office and infrastructure of sufficient four-colour printing facilities in West Bengal to print four colour cover pages and inner pages of Text Books for Classes VI to VIII for the academic year – 2014 as specified in Terms and Conditions.

The Tender form(Annexure-I) and detailed terms and conditions of the tender may be had from the office of the Deputy Secretary (Academic) of the W.B.B.S.E. on any working day with effect from 14.08.2013 to 03.09.2013 between 11 a.m. to 3 p.m. on payment of Rs. 2000.00 (two thousand) only (Non- refundable) in cash at the cash counter of West Bengal Board of Secondary Education, Nivedita Bhawan DJ-8, Sector-II, Karunamoyee, Salt Lake Kolkata- 700091 or through Bank Draft drawn in the name of "RBI, Kolkata A/C West Bengal Board of Secondary Education fund" or the entire Tender documents may be downloaded from the website [www.wbbse.org](http://www.wbbse.org) . The tender should be dropped in the Tender Box to be kept in the office of the D.S.(Academic) of WBBSE with copy of money receipt or Bank Draft of Rs. 2000.00 (two thousand) only (Non-refundable) drawn in the name of "RBI, Kolkata A/C WBBSE fund" (whichever is applicable).

Intending tenderers are being advised to go through the terms and conditions carefully before submission of the tender.

The sealed tender should be addressed to the Deputy Secretary (Academic) WBBSE, "Nivedita Bhawan" 6<sup>th</sup> floor, DJ-8, Sec-II, Salt Lake, Kolkata – 700 091 superscribing "Tender for Printing of Text Books – 2014". The tenderers will be required to submit samples of printing paper to be used for cover pages and inner pages of the

Text Books separately along with the tender. The last date of receipt of tender at the office of the D.S.(Aca) of the WBBSE is 04.09.2013 upto 15.00 Hrs.

The tenderers should give Index along with page marking of tender documents submitted. No tenders will be accepted by the aforesaid office beyond the mentioned last date and time. Tenders will be opened on 06.09.2013 at 12 noon. The tenderers or their authorized representatives may remain present. Selection of printing presses / publishers would be made on the basis of at least three tenders.

The Administrator, WBBSE reserves the right to accept or reject all or any part of the tenders so received without assigning any reason thereof, if so necessary.

A handwritten signature in blue ink, appearing to read 'S. K. Sanyal', is positioned above the typed name.

D.S. (Academic), WBBSE

TERMS & CODITIONS FOR TENDER NOTICE NO. DS(Aca.)/173/T/26 Dt.: 14/08/2013

1. Sealed tenders are invited by the DS(Academic) WBBSE in the prescribed format in single Bid system (Technical Bid only) from the bonafide, resourceful and reputed private printing presses/Publishers who have their own infrastructural capacity for printing and binding school text books having registered office and infrastructure of sufficient four-colour printing facilities in West Bengal to print four colour cover pages and inner pages of Text Books for Classes VI to VIII for the academic year – 2014 as specified in Terms and Conditions.

The Tender form(Annexure-I) and detailed terms and conditions of the tender may be had from the office of the Deputy Secretary (Academic) of the W.B.B.S.E. on any working day with effect from 14.08.2013 to 03.09.2013 between 11 a.m. to 3 p.m. on payment of Rs. 2000.00 (two thousand) only (Non- refundable) in cash at the cash counter of West Bengal Board of Secondary Education, Nivedita Bhawan DJ-8, Sector-II, Karunamoyee, Salt Lake Kolkata- 700091 or through Bank Draft drawn in the name of "RBI, Kolkata A/C West Bengal Board of Secondary Education fund" or the entire Tender documents may be downloaded from the website [www.wbbse.org](http://www.wbbse.org) . The tender should be dropped in the Tender Box to be kept in the office of the D.S.(Aca) of WBBSE with copy of money receipt or Bank Draft of Rs. 2000.00 (two thousand) only (Non- refundable) drawn in the name of "RBI, Kolkata A/C WBBSE fund" (whichever is applicable).

2. i) Submission of Tender (Bid) : The tenderers have to submit the Technical Bid only. No financial bid has to be submitted as the fixed consolidated rate for one completed book including transportation to the district project office of the SSA in all the districts, loading, unloading and all the other charges has been fixed. The Tech. Bid should comprise of the following:
  - (a) The application in official pad of the bidder(s) duly addressed to the Deputy Secretary (Academic), WBBSE.
  - (b) Exact address and contact details of the Tenderer having the undernoted information: Address for communication; Telephone no.; Office Telephone No.; Mobile No; Fax No.; E-mail ID and PAN.

- (c) Earnest money to be submitted in a separate cover named "Earnest money Deposit".
  - (d) Qualification information, supporting documents, Affidavit and undertaking as specified in Terms and Condition (Section – A)
- ii) Tender will have to be submitted in a sealed cover under one envelop super-scribing "Tender for printing of Text Books – 2014" addressed to the D.S.(ACA), WBBSE.
3. The last date of submission of duly filled in tender forms in the office of the DS (Academic) of WBBSE, "Nivedita Bhawan" 6<sup>th</sup> floor, DJ-8, Sec-II, Salt Lake, Kolkata – 700091 is 04.09.2013 upto 15.00 Hrs. No tender will be accepted after 15.00 Hrs. Of 04.09.2013 in any case.
  4. Tenders will be opened on 06.09.2013 at 12 noon in the office of the WBBSE at "Nivedita Bhawan" 6<sup>th</sup> floor, DJ-8, Sec-II, Salt Lake, Kolkata – 700091. The Bidders or their authorized representatives may remain present at the time of opening of the tenders.

Evaluation of the "Technical Bids" in respect of Terms and conditions and other information furnished in Section- A will be taken up and finalized by 11.09.2013 and the acceptance letter will be sent to the selected bidders preferably within 03 working days from the date of finalization.

Section-A

Terms and Conditions for Technical Bid.

1. Name of work: Printing of Books :

Class	Sl. No.	Name of the Book	No. of Pages	No of Copies to be printed (tentative)	Fixed rate for One completed book including transportation upto DPO level, loading, unloading and all other charges
VI	1	Beng. Grammar	Intimated at the time of issue of work order	17 Lakh	Pro rata basis on the fixed rate as mentioned in class- VII- Book's Sl.Nos. 4 to 8 in reference to No. of pages.
VI	2	Haza Bara Ia	Intimated at the time of issue of work order	17 Lakh	Pro rata basis on the fixed rate as mentioned in class- VII- Book's Sl.Nos. 4 to 8 in reference to No. of pages.
VI	3	3 <sup>rd</sup> language.	Intimated at the time of issue of work order	17 Lakh	Pro rata basis on the fixed rate as mentioned in class- VII- Book's Sl.Nos. 4 to 8 in reference to No. of pages.
VII	4	Atit-o-Oitijhha	184	16 Lakh	Rs. 29.51
VII	5	Blossoms	148	16 Lakh	Rs. 23.87
VII	6	Maku	76	16 Lakh	Rs. 12.59
VII	7	Sahitya Mela	164	16 Lakh	Rs. 26.38
VII	8	Amader Prithibi	148	16 Lakh	Rs. 23.87
VII	9	Math	Intimated at the time of issue of work order	16 Lakh	Pro rata basis on the fixed rate as mentioned in class- VII- Book's Sl.Nos. 4 to 8 in reference to No. of pages.

VII	10	Science	Intimated at the time of issue of work order	16 Lakh	Pro rata basis on the fixed rate as mentioned in class- VII- Book's SI.Nos. 4 to 8 in reference to No. of pages.
VII	11	Beng. Grammar	Intimated at the time of issue of work order	16 Lakh	Pro rata basis on the fixed rate as mentioned in class- VII- Book's SI.Nos. 4 to 8 in reference to No. of pages.
VIII	12	Beng. Grammar	Intimated at the time of issue of work order	16 Lakh	Pro rata basis on the fixed rate as mentioned in class- VII- Book's SI.Nos. 4 to 8 in reference to No. of pages.
VIII	13	Pather Panchali	Intimated at the time of issue of work order	16 Lakh	Pro rata basis on the fixed rate as mentioned in class- VII- Book's SI.Nos. 4 to 8 in reference to No. of pages.

The tenderers may inspect the sample of a few Books from amongst the above mentioned 13 books to be printed, in the office of the D.S.(Aca), WBBSE if they intend to do so.

**Note i.** No. of copies mentioned above is Tentative. It may increase or decrease on the basis of actual requirement.

**Note ii.** Subsequent increase in the titles and Number of copies mentioned above should be printed at the fixed rate as mentioned in Sl. No. 1 in case of necessity.

2. The tenderers having registered office and printing set up in West Bengal are eligible for submitting tender(Proof should be enclosed).
3. Tenderer(s) having four-colour printing machines are eligible for submitting tender only.
4. Tenderer(s) must have experience of printing of Text Books. of at least one lakh copies of books per year during preceding five years. Proof of experience should be enclosed.
5. All instructions embodied in the tender notice along with the terms and conditions mentioned herein will be binding on the selected tenderers.

6. The tenderer(s), along with the Tender form, will have to submit the undernoted self attested documents subject to the verification of the authority.
  - i) Current Trade License issued by the competent authority.
  - ii) Copy of last submitted I.T. certificate / up to dates clearance certificate from I.T. authority or I.T. return submitted by the tenderers.
  - iii) VAT Registration Certificate.
  - iv) Up to date P. Tax Clearance Certificate.
  - v) Sales Tax Clearance Certificate.
  - vi) Fire Insurance Certificate (for work plan / godowns etc.)
  - vii) Factory Registration Certificate issued by the competent authority.
  - viii) Proof of experience as noted in sl. No. 4 (credential certificate).
  - ix) Last audited balance sheet.
  - x) Sample of papers to be used for inner and cover pages separately duly signed by the Bidder.
  - xi) Up to date labour Registration certificate.
  - xii) Up to date SSI Registration (for exemption of EMD) Certificate.
  - xiii) Proof regarding existence of registered office and infrastructure facility in West Bengal to print four color books.
  - xiv) Affidavit affirming that (i) the information furnished with the bid documents is correct in all respect (ii) Bidders must be an entity that it had no previous background of having defaulted or penalized whilst undertaking any previous work of the Govt. or its entities. (iii) Bidders has its own set up and printing press to print four color books.
7. **Earnest Money:**
  - a) The Earnest money of Rs. 50,000/- (Fifty thousand) only will have to be deposited by the Tenderer(s) along with the Tender form in the form of Demand Draft drawn in the name of "RBI, Kolkata A/C WBBSE fund" or proper documents is to be

furnished in case of claiming exemption from the same. No tender form will be entertained without earnest money. EMD would be released on successful completion of work only on proper claim by the bidder. However, no interest would be paid on EMD.

- b) The Earnest Money may be forfeited for the following grounds:
  - i) If the successful tenderer(s) withdraw their tender(s) after acceptance of their tender by the WBBSE.
  - ii) If failed / denied to sign the agreement and/or failed to execute/start the works according to stipulated time schedule.

8. Time of completion of the work:

The printing and the binding will have to be completed by the selected tenderer(s) in accordance with the specification and the fixed rates as mention SI No. 1 and 100% delivery should be completed by 15.11.2013 and 80% of delivery must be completed by 20.10.2013.

If any selected tenderer, after getting the work order fails to supply the Text books as per phasing fixed by the Board, the contract may be rescinded and the work may be entrusted to other printer(s). Under such circumstances, the earnest money and security money deposit would be forfeited and if any extra cost is involved in comparison to earlier reserved rate, the same would be recovered from the concerned printer(s).

The tenderer(s) will not be allowed to assign or sublet the contract or part thereof. The work must be done at the registered premises of the printers. It is the responsibility of the tenderer(s) to see that the assignment or any part thereof does not fall into the unauthorized hand(s).

- 9. An agreement to the effect that tenderer(s) will comply with all terms and conditions of the tender will have to be executed and entered into in a Non-judicial stamp paper (Rs. 50.00) between the Deputy Secretary (Academic) of WBBSE and selected tenderer(s) in the prescribed form before taking delivery of the CD from the WBBSE within three days from the date of receipt of written communication of



the acceptance of the tender by the Board. Such agreement will remain valid for one year only, if not otherwise mentioned.

10. The copy right of the books will remain vested with the WBBSE.
11. Specification of the books to be followed strictly:
  - i) Script : Bengali / English / Alchiki / Nepali / Hindi / Urdu
  - ii) Language : Bengali / English / Hindi / Urdu / Nepali / Santhali
  - iii) Size (Finished) : 7.5" x 9.5" (1/8 Double Crown)
  - iv) Type : As per CD supplied
  - v) Printing paper : a) Inner pages – Best quality 80gsm M/L having 82° brightness  
b) Cover page – Best quality 130 gsm M/L cover paper having 82° brightness
  - vi) Colour : Four colour for both inner pages and cover page.
  - vii) Binding : Maku : Centre wire Stitched/ Remaining books: Perfect Binding.
12. **Packeting and Despatch of Books** : Printed books should be delivered directly to the godown of all the district Project office of the SSA in secured packets of 10/25/50 books in each with names and SI No. of books labeled on each packet. Binding of bundle of books should be by thick jute or nylon tape.
13. **Delivery of Books:** The selected printers will arrange to deliver the books to the District Project Office of the SSA of all the districts through their own transportation system.
14. The books will have to be printed for one academic year i.e. 2014 only and these must have a printed chronological number to the required serial no. according to copies ordered and it should be legibly printed with year on the fourth cover of the books. No books should go un-numbered and there should be no duplication in numbering. Number of books to be printed will be intimated while placing the order.

15. Any loss or damage sustained by the WBBSE on account of failure or non-fulfillment of terms and conditions set up by the WBBSE and Noncompliance of the instruction of the WBBSE will be recovered from the Earnest and security money deposited by the selected Bidder(s) and in any other manner the WBBSE deems necessary. The concern Bidders may be blacklisted in future.
16. The selected printers will have to take final approval of printing of the completed Book from the WBBSE before commencement of printing.
17. The WBBSE will not accept the books which have been printed beyond specifications as laid down in the Terms and Conditions and cost of reprinting of such books will be the liability of the printers. The same procedure will be followed if any discrepancy found in the dispatched books also.

Quality in terms of printing, binding and printing paper used including 100% delivery of books by 15.11.2013 is of immense importance and will not be compromised.

18. Printing works(s) may be inspected by the experts/official of the WBBSE at anytime for verifications of progress of works, quality of printing, quality of papers used etc.
19. The books will be printed from the CD as supplied by the WBBSE after according approval of printing on a completed book from the WBBSE.
20. The CD and the approved copy of the books to be made for printing of books handed over by the WBBSE will be used for one year and the same either original or converted will have to be handed over to the WBBSE before taking final payment.
21. Conditional or incomplete tenders in any form or tender received without the desired documents will be subject to lead to rejection of the Bid, without making any further reference / correspondence. The Board reserves the right to impose further terms and conditions which will be binding up on the tenderers, if so necessitates.
22. The tenderers should be financially sound and fit to execute the contract strictly in accordance with the terms and conditions laid down by the WBBSE.

23. Strictest secrecy will have to be maintained by the selected tenderers in the matter of printing, binding etc. No extra copy or specimen copy of the book should be supplied to anybody unless authorized by the WBBSE. The Bidder(s) should not print more than the ordered number of copies of the books.
24. The selected Bidder(s) will be liable to submit progress report in connection with printing, binding and delivery of books once in a week after receiving the printing order. This should be strictly observed by the Bidder(s). If the progress at any stage is not found upto the mark, the WBBSE has the right to reject the order in part or whole without assigning any reason thereof.
25. The ink used for printing must be of a high quality so that the printed matter neat, clean and lustrous.
26. The selected Bidder(s) will have to supply 100 copies of each title of books to the WBBSE free of cost as specimen copy with the inscription "Complementary Copy".
27. The books to be supplied to the districts will have be printed with the inscription "NOT FOR SALE" in the first cover page and the books to be supplied to the ware House of the WBBSE will have to be printed with prices mentioned by WBBSE on fourth cover page of the books.
28. The WBBSE reserves the right to issue any corrigendum of the terms of conditions of this NIT if necessity arises.
29. The WBBSE reserves the right to issue work order in favour of the selected No of bidders from amongst the successful bidders according to their capacity of printing and delivery status i.e. on the basis of their credential certificate duly submitted, if necessary, for speedy completion of work.
30. Selected tenderers will have to deposit 10% of the estimated cost as security money by "Demand Draft" drawn in the name of "RBI, Kolkata A/C WBBSE fund" before the date of execution of the agreement of works.
31. The payment will be made immediately after satisfaction of the authority for delivery of books in good condition. No payment will be made for incomplete or part-done-work.

32. **Penalty Clause:** If any printer fails to execute the entrusted work within the stipulated date, penalty would be imposed @ Rs. 5000/- per day delay.

If any bidder fails to maintain the quality of printing and standard of printing papers as specified in terms and conditions, penalty @25% of the total assigned work will be imposed upon the bidder(s).

33. The tender documents are not refundable.
34. In case of any dispute arising out of Terms and conditions as laid down in NIT, the matter will be settled by single arbitration and the decision of arbitration will be final. The Administrator, WBBSE will act as the arbitrator to resolve the dispute in question.

**Annexure- I**

**TENDER APPLICATION FORMAT.**

To  
The Deputy Secretary (Academic), WBBSE  
Nibedita Bhawan Block- DJ-8, Sector- II  
Karunamoyee, Salt Lake Kolkata- 700091

**Sub: Submission of Technical Bid.**

Sir,  
I ..... having carefully  
(In block letters only)

examined the Terms & Conditions laid down in the NIT bearing No. DS(Aca)/173/T/26 dt. 14.08.2013 am to submit the Tender in single bid system(Technical Bid only) for printing of Books for Classes VI to VIII for the academic year 2014 as hereunder.

1. I undertake to commence the work on receiving the Notice to proceed the work in accordance with the contract documents.
2. This bid and your written acceptance of it will constitute a binding contract between us.
3. I hereby confirm that this Bid complies with the Bid validity and Earnest money required with binding documents as specified in the NIT documents.
4. I further agree to execute, after acceptance of the Tender, an agreement on Non Judicial stamp paper of Rs. 50.00(Rs.Fifty)only with the Dy. Secy.(Aca), WBBSE and to abide by all the terms and conditions of agreement and of the NIT, whatsoever.

Yours faithfully

Authorized Signature:

Name of the Signatory:

Name of the Bidder:

Full Address:

office seal

Signature of the issuing officer.

Date:

Enclosures: