

Tender Notification

Tender No: KSDNEB/EST/14/2019-20



<https://eproc.karnataka.gov.in>

Tender Document for supply of

- 1) **PRE-PRINTED RULED ANSWER BOOKLETS of 40 Pages**
- 2) **PRE-PRINTED Envelope Coding Covers 5 "x 12 " with single color**
- 3) **PRE-PRINTED KRAFT COVERS 5 "x 12 " with single color .**

for

Karnataka State Diploma in Nursing Examination Board

1st Floor Library Block, Bangalore Medical College & Research Institute Campus,
Bengaluru-560 002.

Ph: 080-2670074, 2670075,

Email Id: ksdneb@gmail.com Website: www.ksdneb.org,

Government of Karnataka
Karnataka State Diploma in Nursing Examination Board.
Bengaluru.

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Government of Karnataka
Karnataka State Diploma in Nursing Examination Board.
Bengaluru.

**Documents to be enclosed along with tender
(Upload the papers in following order)**

First Cover- Techno Commercial Bid

1. Pan Card Copy
2. GST Registration Certificate, License issued by Competent authority.
3. Tender Form duly signed
4. Performance Statement
5. Financial Capability
6. Format for undertaking
7. Details of Bidder
8. Self declaration Letter
9. Format for letter of proposal
10. I.T. Returns and Balance sheet for previous 3 years.

2nd Cover- Price Bid

1. Price Schedule-Appendix-VII
2. Solvency Certificate from the Nationalized / Scheduled Bank for the amount equivalent to 10% of the Tender Value.

**Signature of the Tenderer
Authorized Signatory**

Government of Karnataka
Karnataka State Diploma in Nursing Examination Board.
Bengaluru.

Tender Schedule

| | |
|---|--|
| • Tender Reference Number | <i>KSDNEB/EST/14/2019-20</i> |
| • Date of publishing Tender Document on e-Procurement platform | <i>03/06/2019</i> |
| • Last date for submission of tenders | <i>17/06/2019 4.00 p.m.</i> |
| • Date and time of opening of Technical bids | <i>19/06/2019 11.00 a.m.</i> |
| • Date and time of opening of Financial Bids | <i>21/06/2019 11.00 a.m.</i> |
| • Place of opening of bids | Karnataka State Diploma in Nursing Examination Board 1 ST Floor Library Block, Bangalore Medical College & Research Institute Campus, Bengaluru-560 002. Ph: 080-2670074, 2670075. |
| • Address for communication | The Secretary Karnataka State Diploma in Nursing Examination Board 1 ST Floor Library Block, Bangalore Medical College & Research Institute Campus, Bengaluru-560 002. Ph: 080-2670074, 2670075. |

SECTION- I. INVITATION FOR TENDERS (IFT)

Date :01/03/2019

IFT No. : KSDNEB/EST/14/2019-20

The *Karnataka State Diploma in Nursing Examination Board Bengaluru*, invites tenders from eligible Printers for the supply of the items listed in the Schedule of requirements under **two cover system from the printers with at least three years of market standing.**

1. The tenderers should submit tenders for all of the items given in the schedule of requirements **APPENDEX- VIII**. Tenderers are advised to note the qualification criteria specified in Section-2 to qualify for award of the contract. Only those who fulfill the qualification criteria need to apply.
2. **Two cover Bid Systems** (Consisting of Techno–Commercial & Financial bid) is followed. Tenders will be received through **e-procurement portal** along with earnest money deposit.
3. The Completed e-procurement form along with all supporting documents mentioned above should be submitted to the portal of the e-procurement cell online on or before 17/06/2019 within 4.00 P.M. Technical bid will be opened on 19/06/2019 11.00 a.m. The date of opening of Financial bid at 21/06/2019 11.00 a.m. whose tender is considered responsive for Techno-Commercial aspects.
4. Other details can be seen in the tender documents.
5. Interested eligible Bidders have to register in the e-procurement portal, details of which can be viewed in the website <https://www.eproc.karnataka.gov.in> and for further details contact 080-26700074, 26700075 or access website www.ksdneb.org or www.ksdneb.net.
6. The bidder should satisfy all the terms and conditions laid down hereunder in relation to the supply of the items listed in the schedule of requirements.
 1. **Delivery Timelines:** Vendors shall deliver **THE ITEMS within 10 days after** the Supply order is issued. Since delay in supply will affect the examination schedule, any loss incurred to the Board shall be recovered from the supplier, in addition to forfeiture of EMD.
 2. The items quoted by vendors, at the minimum, meet the specifications specified in **Appendix VIII**. The items of lesser quality will be rejected & cost recovered.
 3. The Tenderer should furnish sample of paper in which printing is to be carried out and offered for supply to the KSDNEB before the date of opening of Tender.
 4. The bids shall be submitted in the form at **Appendix-I**. In case the details given by the bidder in the form at **Appendix-V** are incomplete /inadequate, the tender shall be summarily rejected.
 5. **Bid Processing Fee:** Each bidder shall pay the required fees to the e-procurement cell at the time of registration.

6. **Earnest Money Deposit (EMD):** The bidder shall pay the earnest money deposit of Rs.80,000/- (Rs. Sixty Thousand Only) through any of the four e-Payment options mentioned below.
- i. Credit Card
 - ii. Direct Debit
 - iii. Net banking
 - iv. National Electronic Funds Transfer (NEFT)

The payments submitted through cheque or demand draft shall not be accepted. For further details regarding e-Payment, e-Procurement etc., the website- www.eproc.karnataka.gov.in may be referred.

7. The bidders will be required to register themselves with the centre for e-governance to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website <http://www.eproc.karnataka.gov.in>. Necessary training and hands on experience in handling e-procurement system could be obtained from the centre for e-governance.
8. Bidder shall quote for all the items. L1 will be decided after considering the total price quoted for all the items. Tenderers who do not quote for all the items will be liable for rejection. The price quoted should include all Taxes, Levies & Transportation charges.
9. The Printer should ensure that the printing is limited to the quantity mentioned in the schedule of requirements and the security measures are taken and quality is ensured.
10. The successful tenderer should adhere to the time of schedule of supply and ensure that the supplies are made within the date mentioned in the supply order. There should be no short supply. The supplier shall be responsible for damages during transportation.
11. The bidder should submit a tax clearance certificate issued by the Sales Tax / Value Added Tax authority concerned till the end of the preceding financial year or up to date.
12. All the items should be supplied to Addressed mentioned below:

The Secretary, Karnataka State Diploma in Nursing Examination Board, 1st Floor Library Block, Bangalore Medical College and Research Institute Campus, Bengaluru-560 002. Ph: 080-26700074, 080-26700075.

SECTION-2

QUALIFICATION CRITERIA

1. Two Covers bid systems (Consisting of Technical bid & financial bid) is followed. Bids will be received through e-procurement portal along with EMD. The financial bid of the bidder who qualifies in Technical bid will only be opened.
2. The tender form (**APPENDIX-I**) should be duly filled and signed.
3. The tenderer should have ISO certificate and should be in the printing business with five years market standing who must have printed and supplied the printing materials of similar type specified in the 'Schedule of Requirements' during the last 5 years. Supporting documents regarding license and registration should be uploaded.
4. Should upload GST/Sales tax registration certificate and latest GST clearance certificate. The License obtained from the competent authority should be furnished.
5. The tenderer should furnish the information on all past supplies and satisfactory performance for in proforma under (**Appendix- II**)
6. The bidder firm shall submit their certificate of Income tax returns and Balance sheet for the previous three years, i.e, 2015-16, 2016-17 & 2017-18.
7. The tenderers should have annual turnover of Rs. 2,00,00,000/- for the last three completed financial years (**Ref. Appendix III**).
8. In case any bidder is found to have been disqualified /blacklisted/suspended facing enquires/Debarred from Government/Quasi Government agency or Local body, such bidders are not eligible to participate in the tender. The bidder shall give self declaration in these regard (**Appendix IV.**)
9. Firm/Company/Organization should not be facing any judicial trial or departmental enquiry. The firm should submit a self declaration in support of this. (**Appendix IV**)
10. The Tenderer should quote for all the items as a single package. Declaration to be furnished in this regard.
11. The Tender Accepting Authority reserves the right to alter any of the above conditions and impose new conditions in the interest of the successful implementation of the scheme and to overcome any practical difficulties that may arise at implementation stage.
12. The power of accepting or rejecting Tender is vested with the Tender accepting Authority.
13. The completed e-procurement form along with all supporting documents mentioned above duly signed by the bidder should be submitted to the portal of the e-procurement cell online on or before 17/06/2019 4.00 p.m. Technical bid will be opened on 19/06/2019 at 11.00 a.m. and Financial Bid will open on 21/06/2019 11.00 a.m.

APPENDIX - I
TENDER FORM

Date :.....

IFT No :.....

TO: (Name and address of purchaser)

Gentlemen and/or Ladies :

Having examined the Tender Documents including Addenda Nos..... *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver..... *(Description of Goods and Services)* in conformity with the said tender documents for a sum as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this tender.

We undertake, if our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this tender for the Tender validity period specified in Clause 14.1 of the ITT and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any tender you may receive.

We clarify/confirm that we comply with the eligibility requirements as per ITT Clause 1 of the tender documents.

Dated this day of 19
_____ *(signature) (in the capacity of)*

Duly authorized to sign Tender for and on behalf of

APPENDEX -II

Proforma for Performance Statement for the last three years for similar Material

IFT No.....Date of Opening..... Time Hours

Name of the Firm:.....

| Orders placed by (Full address of Purchaser) | Order No and Date | Description and Quantity of Materail | Value of Order | Date of Completion of Delivery As per contract/Actual | Remarks indicating reasons for late delivery, if any | Has the goods/ equipment been satisfactorily functioning. (Attach a Certificate from the Purchaser) |
|--|-------------------|--------------------------------------|----------------|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
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| | | | | | | |

Signature and Seal of the Tenderer:-----

1. **Note:-1. All the above columns should be filled up including the value of Order column or else the tender will be considered as Non- responsive.**
2. **Details with regard to supplies made to Examination Authority must be furnished with values of the order.**
3. **Material previously supplied should have been of similar specification or equivalent, and should have been supplied within preceding 3 years.**

APPENDIX -III

Format for statement of Financial Capability

| | | Year 1 | Year 2 | Year 3 | Average turn over (Rs lakhs) |
|---|----------------------------------|--------|--------|--------|---------------------------------|
| 1 | Annual Turnover (Rs in lakhs) | | | | |

Instructions:

For the purpose of qualification:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report. Year 1 shall be the last completed financial year for which audited financial statements are available. Year 2 shall be the financial year previous to year 1. Year 3 shall be the financial year previous to year 2.
2. The bidder shall provide the audited annual financial statements as required for this proposal. Failure to do so would result in the Proposal being considered as non responsive.
3. A certificate from the **Statutory Auditor** should be provided as supporting document certifying the Qualification Statement submitted by the Bidder
4. Experience (Financial Capability and Experience) of only the Bidder shall be considered. Experience of associate company/parent company/subsidiary company shall not be considered for qualification purposes.

(Scan and upload the document and necessary certificates as required along with this)

APPENDEX –IV

**Format for Undertaking
(On the Letterhead of the Bidder or Lead Member, in case of Consortium)**

Date:

**The Secretary,
Karnataka State Diploma in Nursing Examination Board
1st Floor Library Block,
Bangalore Medical College & Research Institute Campus,
Bangalore-560 002.**

Sir,

Regarding: Supply of “Main Answer Booklets, Practical Booklets, Cloth Line Covers, Kraft Covers.”

We confirm that we are not barred/black listed by the Karnataka State Diploma in Nursing Examination Board & Directorate of Medical Education or any other State Government departments or Government of India or any of the agencies of GOK/SG/GOI.

We are not subjected to or facing any departmental enquiry / Judicial Trial.

Yours faithfully,

(Signature of the Authorized Person)

(Name and designation of the Authorized Person)

(Scan and upload the document)

APPENDEX -V

Details of Bidder

1. Name
2. Address of the office(s)
3. Date of incorporation and/or commencement of business.
4. Brief description of the Company including details of its main lines of business.
5. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:
 - a. Name :
 - b. Designation :
 - c. Company/firm :
 - d. Address :
 - e. Telephone Number :
 - f. Fax Number :
 - g. Mobile Number :
 - h. E-Mail Address :
6. Details of individual (s) who will serve as the point of contact / communication for dept.
 - a. Name :
 - b. Designation :
 - c. Company/firm :
 - d. Address :
 - e. Telephone Number :
 - f. Fax Number :
 - g. Mobile Number :
 - h. E-Mail Address :

(Scan and upload the document)

APPENDIX -VI

Price Schedule

(To be in the second cover)

Vendors shall quote all-inclusive prices (i.e. price inclusive of taxes, transportation and all other expenses) for delivery of items.

| Sl. No | Item | Qty in Thousands | All inclusive Price | | | |
|--------|--|------------------|----------------------|------------------------------|----------------|----------------------|
| | | | Rate Per item in Rs. | (1)Rate for Total qty in Rs. | 2)Taxes in Rs. | Total (1 + 2) in Rs. |
| 1 | PRE-PRINTED RULED ANSWER BOOKLETS of 40 Pages (with Barcode). As per specimen. | 2,00,000 | | | | |
| 2 | PRE-PRINTED Envelope Coding Covers 5 "x 12" with single color | 15,000 | | | | |
| 3 | PRE-PRINTED Kraft Covers 5 "x 12" with single color for Practical | 5,000 | | | | |
| Total | | | | | | |

Signature of the Tenderer

Name & Address

Note:

- In case of discrepancy between unit price & total price, the unit price will prevail.
- The Tenderer should quote for all the items as a single package. Otherwise the Tender is liable for rejection.
- Specimen Copy can be obtained from KSDNEB.

APPENDEX -VII

CONTRACT FORM

THIS AGREEMENT made theday of....., 20... Between (*Name of purchaser*) of (*Country of Purchaser*) (hereinafter called "the Purchaser") of the one part and (*Name of Supplier*) of (*City and Country of Supplier*) (hereinafter called "the Supplier") of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz., (*Brief Description of Goods and Services*) and has accepted a tender by the Supplier for the supply of those goods and services in the sum of (*Contract Price in Words and Figures*) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the Tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

| SL. NO. | BRIEF DESCRIPTION OF GOODS & SERVICES | QUANTITY TO BE SUPPLIED | UNIT PRICE | Total Price | DELIVERY TERMS |
|---------|---------------------------------------|-------------------------|------------|-------------|----------------|
|---------|---------------------------------------|-------------------------|------------|-------------|----------------|

TOTAL VALUE:
DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
said (For the Purchaser
in the presence of:.....

Signed, Sealed and Delivered by the
said (For the Supplier)
in the presence of:.....

APPENDEX –VIII

SCHEDULE OF REQUIREMENTS WITH TECHNICAL SPECIFICATIONS

EMD Amount – Rs. 80,000/- (Rs. Eighty Thousand Only)

| Sl. No. | Particulars | Specifications | Qty | *Delivery Schedule / ** Destination |
|---------|---|--|-------------------|--|
| 01. | Pre-Printed Ruled Main Answer Booklets | <p>1. Each main Answer booklet should contain 40 Pages.</p> <p>2. 105 GSM Paper to be used for Cover Pages Quality should be A Grade (Certificate from A Grade Mill to be attached)</p> <p>3. 80GSM Maplitho paper superior quality should be used for inner pages from 3 to 38.</p> <p>4. Barcode numbering should be printed on all pages along with page numbers. Barcode Serial Number should be printed on 1st Page of Answer booklet as shows in specimen.</p> <p>5. The First sheet colour of 40 Pages should have the printing in both the sides in Pink colour</p> <p>6. From page 3 to page 38 margin line, 25 ruled lines.</p> <p>7. The Bar Code should be printed issued by KSDNEB as per the Specimen.</p> <p>8. First & Second pages should be printed with the details and perforation line.</p> <p>9. Answer booklet should be stitched on left side with special 8.coloured thread with 60 stitches by using machine.</p> <p>10. Each Pages shall contains water mark logo of KSDNEB compulsorily.</p> <p>11. All Details should as per the specimen copy</p> | 2,00,000 Booklets | <p>The Secretary Karnataka State Diploma in Nursing Examination Board 1st Floor Library Block, Bangalore Medical College & Research Institute Campus, Bangaluru-560 002. Ph: 080-26700074, 26700075.</p> |
| 2 | PRE-PRINTED Envelope Coding Covers 5 "x 12" with single color | As Per Specimen | 15,000 Covers | |
| 3 | PRE-PRINTED Kraft Covers 5 "x 12" with single color for Practical | As Per Specimen | 5,000 Booklets | |

Note:

- The Supplier has to deliver the Main Answer booklets in bundles of one hundred booklets in each bundle arranged by machine number in ascending order, covered by thick rapper and bind with strip at their own cost.
- The Tenderer should quote for all the items as a single package. Otherwise the Tender is liable for rejection.
- Specimen Copy can be obtained from KSDNEB.

Seal & Signature
Name & Address:

APPENDEX –IX

**Format for Letter of Proposal
(On the Letter head of the Bidder)**

Date :

To,

**The Secretary,
Karnataka State Diploma in Nursing Examination Board
1st Floor Library Block,
Bangalore Medical College & Research Institute Campus,
Bengaluru-560 002.**

Sir,

Regarding: Supply of “Main Answer Booklets, Practical Booklets, Cloth Line Covers, Kraft Covers.

Being duly authorized to represent and act on behalf of..... (here in after referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided, the undersigned hereby submits the Proposal for the purpose referred above.

We confirm that our Proposal is valid for a period of 90 days from (Proposal Due Date)

Yours faithfully,

.....
(Signature of the Authorized Signatory of Bidder)

.....
(Name and designation of the Authorized Signatory of Bidder)
(Scan and upload the document)