

[EXAMINATION CELL]
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
 (An Autonomous Organisation of Education Department, Govt. of NCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024

F No.7(1)/Exam.Cell/SCERT/2024/

Date : 09.12.2024

To

Sub: Quotation for Printing and supply of Confidential Materials of Annual Examination-2025

Sir/Madam,

Sealed quotations are invited from Delhi based reputed firms by hand for printing of confidential materials of question papers for D.El.Ed./DPSE (1st and IIInd year) Annual and Re-appear Exam 2025. The firms, who are dealing with composing, proof reading, printing and supply of confidential materials i.e question papers, must submit their bid duly addressed to the undersigned, as per the specifications given below:-

S.No.	Details of items (A-4 Size Paper)	Rates	Remarks, if any
i.	Composing charges per page		
ii.	Proof reading per page		
iii.	Printing charges per page (Inclusive of Processing, plate-making, printing, paper, stapling etc. all aspects)		
iv.	Envelope (10 inch x 12 inch, laminatd/clothline and safe)		
v.	Packaging charges per centre		
vi.	Delivery charges per visit per centre		
vii.	GST, as applicable		

2. The no. of pages may vary at the time of finalprinting, accordingly pro-rata criteria will be adopted.
3. The bidder must submit the bid clearly **IN TYPED** form only in the prescribed format on letter head of the firm. **Hand written bid will be rejected summarily.** The envelope shouldsuperscribed with **CONFIDENTIAL**and by hand to the undersigned.
4. The firm must be registered under Company Registration Act with GST and have PAN Card.

(Contd. to Page 2)

5. The bidder must submit self attested certificate of experience of successfully completing the task of confidential printing of question papers of recognized board/university of Govt. organization of 3 consecutive years during last five years.
6. The bidder must submit a certificate from competent office bearer of firm that they have never been black-listed by any Govt. agency.
7. The quotations must be attached EMD amounting to Rs.30,000/- in the form of DD/FDR addressed to Director, State Council Educational Research & Training, Varun Marg, Defence Colony, New Delhi-110024. EMD of L1 will be retained as Performance Security till completion of job. EMD of unsuccessful bidders will be returned after approval of competent authority and award of job.
8. Penalty clause : The job assigned is Most Confidential in nature. Utmost care should be taken by the firm, who is liable for maintaining all the secrecy and sanctity of the job. Lapse in any form will be penalized from 5% to 25% of the bill amount or imposing any other penalty as deemed fit by the Director, SCERT. The decision of Director, SCERT will be final and binding of both parties.
9. **Last date of submission of bid is 11:00 AM, 23.12.2024.** No bid will be accepted after scheduled time. Bids received will be opened on the suitable date before the duly approved Committee to finalize the L1 firm.

(Dr.Mukesh Yadav)
Controller of Exams

