



## **Tender Document**

For Supply of

**“QR Code Answer Booklets”**

**(Revised after pre-bid meeting)**

**Tender No: SBTET-STORES/TENDER/QR Code Answer  
Booklets/2019**

**Address:**

**Secretary,  
STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
7th Floor, B.R.K.R. Bhavan, Tankbund Road, Saifabad,  
Hyderabad - 500 063.**

**Proprietary & Confidential**

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## 1. Invitation for Open Competitive Bidding(OCB)

a) Secretary, State Board of Technical Education and Training (SBTET) Telangana, 7th Floor, B.R.K.R. Bhavan, Tankbund Road, Saifabad, Hyderabad, issues OCB Tender Call notice for **QR Code Answer Booklets**.

b) Tender datasheet:

S.No	Particulars	Details
1	Name of the Department	State Board of Technical Education and Training(SBTET) Telangana, 7th Floor, B.R.K.R. Bhavan, Tankbund Road, Saifabad, Hyderabad
2	Address and Concerned person for Correspondence	Secretary, State Board of Technical Education and Training(SBTET) Telangana, 7th Floor, B.R.K.R.Bhavan, Tankbund Road, Saifabad, Hyderabad
3	Tender Start Date	17-01-2019, 10.00 AM
4	Pre-Bid meeting	22-01-2019, 11.00 AM
5	Lastdate of Bid Submission	31-01-2019, 03:00 PM
6	Date and time for opening of Technical Proposal	31-01-2019, 03:30 PM
7	Email address to send the Pre-bid queries	<a href="mailto:secy-sbtet@telangana.gov.in">secy-sbtet@telangana.gov.in</a>
8	Cost of Tender document	Total Document Fee: 10,000/- (non-refundable) in the form of DD in favor of Secretary, Telangana State Board of Technical Education and Training, Telangana, Hyderabad. And Rs 1,800/- in favor of CTO, Basheerbagh for GST to be submitted physically after submission of Tender Document in e-procurement website.
9	EMD/Bid Security Amount	Bid Security (EMD): Rs. 6,00,000/- (Rupees six lakhs only) to be paid online in e-procurement website <a href="https://tender.telangana.gov.in">https://tender.telangana.gov.in</a> .
10	Performance Bank Guarantee	The successful bidder shall be required to submit performance guarantee equivalent to 10% of the order value for the satisfactory performance/ completion of the complete order (Including maintenance period)in the form of bank guarantee from any nationalized bank.
11	Method of submission of Proposal	Only through e-Procurement portal <a href="https://tender.telangana.gov.in">https://tender.telangana.gov.in</a>
12	Validity of Bids	120 days from the date of opening of bid.

**Note:**

- A. Tender document can be viewed (or) downloaded from the website <https://tender.telangana.gov.in>.
- B. Any further corrigendum/ addendum shall be uploaded on the e-procurement portal <https://tender.telangana.gov.in>.

C. **Other Important Information related to Bid:** This section provides important deadlines and associated activities, such as Bid Security information, Implementation cum Performance Guarantee, Warranty Period etc.,

SNo	Item	Description
1.	Bid Security Validity Period	Validity period for DD/Banker cheque or Bank Guarantee: 3 Months
2.	Tender Period	2years (may be extendable for 1 year)
3.	Period for submission of Implementation cum Performance Bank Guarantee	Within 7 days of receipt of letter of Notification of Award (NOA).
4.	Period for signing contract	Within 7 days from the date of receipt of letter of Notification of Award.
5.	Penalty for delay in Implementation	Please refer penalty clause under special terms & conditions in S.no.2.
6.	Address for correspondence in respect of Technical Clarifications	<a href="mailto:secy-sbtet@telangana.gov.in">secy-sbtet@telangana.gov.in</a>
7.	Conditional bids	Not acceptable and liable for rejection and liable for Forfeiture of the EMD.
8.	Transaction Fee	<b>Transaction fee:</b> All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs.10,000/- for quoted value of purchase up to Rs.50 cr. And Rs.25,000/- if the purchase value is above Rs.50 cr. & GST applicable @ 18% as levied by Govt. of India on transaction fee through online, the amount payable to is non-refundable. <b>e-Corpus Fund:</b> Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favor of 'MD, TSTS, Hyderabad' towards corpus fund at the time of concluding agreement.
9.	Transaction Fee Payable to	The Secretary, State Board of Technical Education and Training, Telangana, Hyderabad.
10.	Bid submission	On Line. Bidders are requested to submit the bids after issue of minutes of the pre-bid meeting duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/ complying the changes/ amendments issued if any during pre-bid meeting in their bid.
11.	Procedure for Bid Submission	Bids shall be submitted online on <a href="http://www.tender.telangana.gov.in">www.tender.telangana.gov.in</a> platform a) The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="http://www.eprocurement.gov.in">www.eprocurement.gov.in</a> . b) Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital

		<p>certificates.</p> <p>c) The bidders who are desirous of participating in e-Procurement shall submit their technical bids, price bids as per the standard formats.</p> <p>d) The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation as detailed in RFP. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/ authenticity.</p> <p>e) The rates should be quoted in e-procurement site only.</p> <p>f) All the quoted price is in Indian Rupees only.</p>
12.	Other conditions	<p>a) After uploading the documents, the original Demand Drafts (except the Price bid/ offer/ break-up of taxes) are to be submitted by the bidder to the O/o The Secretary, State Board of Technical Education and Training, Telangana, 7<sup>th</sup> Floor, BRKR Bhavan, Saifabad, Hyderabad as and when required. Failure to furnish will be entitled in rejection of the bid.</p> <p>b) The SBTET shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated/ bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.</p> <p>c) SBTET will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p> <p>d) The Documents that are uploaded online on e-procurement will only be considered for Bid Evaluation. However, the bidding authority, at any point of tendering process, may request the bidders to submit the Physical documents as uploaded in e-procurement portal for clarifications.</p>

SECRETARY

## 2. Scope of Work

2.1 The **State Board of Technical Education and Training, Telangana (SBTET)** is an autonomous body, established by the authority of Government of Telangana as an adjunct office of the Department of Technical Education. Board is expected to frame policies for Technical Education, review and revise the syllabi as per requirements of the society. Supervise the teaching in technical institutions, conduct examinations and award Certificates, design new courses and establish them at various Polytechnics to establish and develop liaison with industry, affiliate educational institutions and accord recognition, impart training for the teachers of technical institutions, design material and make them available to students, prescribe Syllabus for various Technical Courses at Under-Graduate level.

The **State Board of Technical Education and Training, Telangana (SBTET)** promotes the vision of world-class education in Telangana through quality leadership, support, and services. It aims at continuous improvement and upholding educational standards in the state.

SBTET, Telangana intends to select service providers with previous relevant experience in Printing and supply of QR coded Answer booklets. SBTET desires the following QR coded Answer booklets and OMR sheets to be delivered to around 100 Exam centers (or) Polytechnic colleges mentioned by SBTET

S. No	Item	No. Of pages	No. scripts in 1 <sup>st</sup> Year (Approx.)	No. scripts in 2 <sup>nd</sup> Year (Approx.)
1	Drawing Sheet: A2 size-One sheet and A4 Size QR one sheet	4 (2+2)	4,00,000	4,00,000
2	MID Exam (C18) theory scripts: A4 size	10 (8+2)	12,00,000	18,00,000
3	END Exam (C18) theory scripts: A4 size	18 (16+2)	3,00,000	6,00,000
4	END Exam (C16/16s/14/09/ER91) theory scripts: A4 size	26 (24+2)	8,00,000	7,00,000
5	Shorthand Paper I & II: A4 Size Consisting of 16 pages.	18 (16+2)	6,000	6,000
6	Shorthand Dictation sheets(A4 Size) ruled	4	6,000	6,000
7	Type writing Paper I: legal size Consisting of 10 pages.	8	20,000	20,000
8	Type writing: Paper II: legal size Consisting of 16 pages.	16	20,000	20,000
9	Stickers with vowel shape and SBTET logo with security , A4 size sheet each sheet containing 49 stickers	1 sheet	19,000 sheets	19,000 sheets
10	OMR sheets for POLYCET exam.	2	1,50,000	1,50,000

As per the technical specification furnished vide: Table contents Sl.No. 4 (01 to 10).

Secretary

### 3. Pre- qualification Criteria

S No	Mandatory Eligibility Criteria for the Bidder	Documentary Evidence to be attached with the Bid
1	The Bidder should be registered with appropriate tax authorities such as Income Tax, GST, etc. along with latest VAT / GST Clearance Certificate Because of confidentiality of the project, the Board requires single point contact and responsibility. <i>Hence Subcontracting of the work (or) Joint Ventures (or) Consortiums are not allowed.</i>	Last three years ITRs, MOA and other relevant documents
2	The firm should have empaneled by RBI / IBA as Security Printers	Valid Certification to be furnished
3	The Bidder should certify that the factory is not blacklisted by any State Govt / Union Territory / Government of India or any other organization. The firms which are either blacklisted or any case is pending for inferior quality supplied will be rejected from participating in the tender.	Self-declaration from the Bidder
4	Company registered in Telangana / Andhra Pradesh and firm should have highly sophisticated machinery with all facilities. The manufacturing facility should be situated in any of the states of Telangana / Andhra Pradesh only, with minimum of 5 years of existence with profitability at least in 3 financial years of previous 5 financial years	Letter of incorporation along with Audited balance sheets
5	The Bidder should have minimum turnover of not less than Rs.30 Crores from the last three financial years of operation. The firm should have minimum annual turnover of printing of Bar-Coded OMR Sheets along with Answer Booklets worth Rs.10 Crores in last three consecutive financial years.	a) Auditor Certificate b) The balance sheet/ audited report for the last three financial years should be submitted
6	The Bidder should have experience of undertaking printing and supply of static/unique variable bar-coded OMR/QR code booklets along with VDP (Candidate Data and Bar Code) minimum Ten Lakh Nos and above for the last 3 years to at least 3 universities / Boards.	Purchase orders, work completion letters along with samples
7	ISO 9001: 2015 and ISO 27001: 2013	Copies of Certifications
8	The Bidder should submit documentary proof that they have a daily capacity to print minimum of 2 Lakhs Bar Coded OMR/ QR Sheets along with Answer Booklets with online inkjet variable data printing process on OMR sheets with adequate stitching capacity of 2 Lakhs per day.	Production Capacity per day along with Machinery list & a copy of CA Certificate
9	The Bidder must not have any instance of forfeiture of any amount – EMD or otherwise – for inability to perform their duties under any contract.	Self-declaration from the Bidder
10	Paper samples with details of Mill name, GSM, brightness, etc (105 GSM Map litho for OMR Sheets and 60 GSM Map litho for inside pages from A Grade Mills and 75 GSM only) as per the specifications stated under IV. 1-8 points.	Mills authorization letter along with Samples to be submitted after submission of bids online



**Note:**

1. Relevant supporting documents (ink signed) should be furnished without fail.
2. The bidder should upload all the required documents with clear visibility, avoid missing documents and avoid bidding mistakes. In such cases, SBTET reserves its right in seeking clarification from the service provider and may disqualify the service provider for the bidding mistakes, missing documents and for the documents that are not clear.
3. Deviation from this shall be treated as termination of contract and shall attract the liability as specified in the Tender.

**SECRETARY**

## 4. Technical Specifications

### 1. Drawing Sheet: A2 Size-One sheet and A4 Size QR one sheet

S.No	Parameter	Specification
<i>A</i>	<i>Cover Sheet</i>	
1	Size	A4 (210mm & 297 mm)
2	Paper	105 GSM BPBL Map litho from 'A' Grade Paper Mills
3	No. of QR Codes	2, Candidate variable data along with Photo.
4	No. of Barcodes	2
5	Logo & Instructions	SBTET Telangana and Instructions as issued by SBTET with two colours.
<i>B</i>	<i>Inner Pages</i>	
6	Size	A2
7	No of pages	2
8	Barcodes	One Static Bar code in each page
9	Drawing sheet paper	100 GSM Map litho white paper from 'A' Grade Paper Mills
10	Scale to be printed	Scale in mm and cm to be printed on four sides with single colour in two pages
11	Stitching	Stitched with thread QR code sheet along with drawing sheet

### 2. MID Exam (C18) theory scripts: A4 size

S.No	Parameter	Specification
<i>A</i>	<i>Cover Sheet</i>	
1	Size	A4 (210mm & 297 mm)
2	Paper	105 GSM ITC BPBL Map litho from 'A' Grade Paper Mills
3	No. of QR Codes	2, Candidate variable data along with Photo.
4	No. of Barcodes	2
5	Logo & Instructions	SBTET Telangana and Instructions as issued by SBTET with two colours.
<i>B</i>	<i>Inner Pages</i>	
6	No of pages in of inner sheets	4 sheets, 8 pages
7	Size	A4 size with 60 GSM Map litho white paper from 'A' Grade Paper Mills
8	Barcodes	One Static Bar code in each page
9	Logo	SBTET, Telangana logo on left top of odd pages and right top of even pages
10	Inner pages ruled or plain	26 Ruled lines per page in simple colour
11	Stitching	Stitched with thread QR code sheet along with booklet

### 3. END Exam (C18) theory scripts:

S.No	Parameter	Specification
A	<i>Cover Sheet</i>	
1	Size	A4 (210mm & 297 mm)
2	Paper	105 GSM ITC BPBL Map litho from 'A' Grade Paper Mills
3	No. of QR Codes	2, Candidate variable data along with Photo.
4	No. of Barcodes	2
5	Logo	SBTET, Telangana logo with two colours
B	<i>Inner Pages</i>	
6	No of pages	16
7	Answer sheet paper	A4 size with 60 GSM Map litho white paper from 'A' Grade Paper Mills
8	Barcodes	One Static Bar code in each page
9	Logo	SBTET, Telangana logo on left top of odd pages and right top of even pages
10	Inner pages ruled or plain	26 Ruled lines per page single colour
11	Stitching	Stitched with thread QR code sheet along with booklet

### 4. END Exam (C-09,C-14,C-16 & C-16S) theory scripts

S.No	Parameter	Specification
A	<i>Cover Sheet</i>	
1	Size	A4 (210mm & 297 mm)
2	Paper	105 GSM ITC BPBL Map litho from 'A' Grade Paper Mills
3	No. of QR Codes	2, Candidate variable data along with Photo.
4	No. of Barcodes	2
5	Logo	SBTET, Telangana logo with two colours
B	<i>Inner Pages</i>	
6	No of pages in of inner sheets	12 sheets, 24 pages
7	Answer sheet paper	A4 size with 60 GSM Map litho white paper from 'A' Grade Paper Mills
8	Barcode	One Static Bar code in each page
9	Logo	SBTET, Telangana logo on left top of odd pages and right top of even pages
10	Inner pages ruled or plain	26 Ruled lines per page with single colour
11	Stitching	Stitched with thread QR code sheet along with booklet

**5. Shorthand Paper I & II, A4 Size.**

S.No	Parameter	Specification
A	<i>Cover Sheet</i>	
1	Size	A4 (210 mm & 297 mm)
2	Paper	105 GSM ITC BPBL Maplitho from 'A' Grade Paper Mills
3	No. of QR Codes	2, Candidate variable data along with Photo.
4	No. of Barcodes	2
5	Logo	SBTET logo with double color
B	<i>Inner Pages</i>	
6	Size	A4
7	No of pages in of inner sheets	8 Sheets, 16 pages
8	Paper	60GSM ITC BPBL Maplitho from 'A' Grade Paper Mills
9	No. of Barcodes.	One Static bar code in each page.
10	Logo	SBTET, Telangana logo on left top of odd pages and right top of even pages with single color.
11	Stitching	Stitched with thread QR code sheet along with booklet

**6. Shorthand Dictation Sheets A4 Size:**

S.No	Parameter	Specification
A	<i>Inner Pages</i>	
1	Size	A4
2	No. of QR Codes	2 QR codes with Candidate variable data along with Photo and two variable Bar codes
4	No of pages in of inner sheets	2 Sheets, 4 pages
3	Paper	60GSM ITC BPBL Maplitho from 'A' Grade Paper Mills
4	No. of Barcodes.	One Static bar code in each page.
5	Inner pages ruled	Ruled lines with single colour
6	Logo	SBTET, Telangana logo on left top of odd pages and right top of even pages with single color.
7	Stitching/ Folding	Two sheets stitched with thread / folded

**7. Type writing Paper I: (Legal)**

S.No	Parameter	Specification
A	<i>Cover Sheet</i>	
1	Size	Legal
2	No. of QR Codes	2 QR codes with Candidate variable data along with Photo.
3	No. of Barcodes	2
4	Logo	SBTET Logo with double color
5	Paper	75 GSM Maplitho from 'A' Grade Paper Mills
B	<i>Inner Pages</i>	
6	No of pages per booklet	3 sheets as 6pages
7	Paper	75 GSM Maplitho from 'A' Grade Paper Mills
8	No. of QR Codes	One QR code with candidate details in each page
9	No. of Barcodes	One Static Bar code in each page
10	Logo	SBTET, Telangana logo on left top of odd pages and right top of even page with single color.

11	Staple marks	To attach all the inner pages with staple marks at two places to pin cover sheet after examination.
12	Binding of sheets	All sheets to be stapled at top left

### 8. Type writing Paper II: (Legal)

S.No	Parameter	Specification
A	<i>Cover Sheet</i>	
1	Size	Legal
2	No. of QR Codes	2 QR codes with Candidate variable data along with Photo.
3	No. of Barcodes	2
4	Logo	SBTET Logo with double color
5	Paper	75 GSM Maplitho from 'A' Grade Paper Mills
B	<i>Inner Pages</i>	
6	No of pages in inner sheets	7sheets as 14 pages
7	Paper	75 GSM Maplitho from 'A' Grade Paper Mills
8	No. of QR Codes	One QR code with candidate details in each page
9	No. of Barcodes	One Static Bar code in each page
10	Logo	SBTET, Telangana logo on left top of odd pages and right top of even page with single color.
11	Staple	To attach all the inner pages with staple marks at two places to pin cover sheet after examination.
12	Binding of sheets	All sheets to be stapled at top left

### 9. Stickers

S.No	Parameter	Specification
1	Shape	oval
2	Size of sheet	A4 (210mm & 297 mm), each sheet containing 49 stickers.
3	Paper	80 GSM ITC BPBL Map litho from 'A' Grade Paper Mills
4	colours	two
5	Adhesive	Self-adhesive, non-repealing type
6	Logo	SBTET Logo with Security features.

### 10. POLYCET Exam OMR sheet:

S.No	Parameter	Specification
1	Size	A4 (210mm & 297 mm)
2	Paper	105 GSM ITC BPBL Map litho from 'A' Grade Paper Mills
3	Data	Variable data with Photo on Side-1: and static data type text instructions on Side-2
4	Colors	Front two back one
5	Bar code and litho code	yes
6	No. of QR Codes	2, Candidate variable data along with Photo.
7	No. of Barcodes	2
8	OMR Sheet	Alignment Barcodes for Scanning on Side-1 with printing of questions number (120) with 4 circles for bubbling each answer.
9	Logo	SBTET, Telangana logo

Secretary

## 5. Instructions to the Bidders

This section specifies the procedures to be followed by bidders in the preparation and submission of their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of contract. It is important that the bidder carefully reads and examines the Tender document.

### a. Availability of TENDER Document

The Tender document is available and can be downloadable at <https://tender.telangana.gov.in>. Tender Fees (non-transferable & non-refundable), EMD must be paid online at e-procurement portal <https://tender.telangana.gov.in>.

### b. Pre-bid Meetings and Clarifications

#### i. Clarifications

The prospective Bidder requiring any clarification on the TENDER shall contact The State Board of Technical Education and Training, Telangana, through email by sending the queries at [secy-sbtet@telangana.gov.in](mailto:secy-sbtet@telangana.gov.in). The queries, if any, shall be submitted by the bidders as per the format given in Annexure. SBTET would provide clarifications to only those queries which would be received before the due date as mentioned in Bid data sheet. All future correspondence/corrigendum shall be published on <https://tender.telangana.gov.in> website only.

#### ii. Pre-bid Conference and Issue of Corrigendum

A Pre-Bid conference of all the interested bidders shall be held at the scheduled date and time as per the details mentioned in the Bid Data Sheet. SBTET reserves the right to make any kind of amendments or in the terms and conditions of TENDER before the due date of submission of bid. Any change/ clarification/ corrigendum would be uploaded on the e-procurement portal. This will form a part of this Tender document.

### c. Preparation and Submission of Proposal

#### i. Completeness of Bids

Bidders are advised to study all instructions, forms, terms, requirements and other information in the TENDER document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the TENDER document with full understanding of its implications. The response to this TENDER should be full and complete in all respects. Failure to furnish the information required by the TENDER documents or submission of a proposal not substantially responsive to the TENDER documents in every respect will be at the bidder's risk and may result in rejection of its proposal. The TENDER Document is not transferable to any other bidder.

#### ii. Language

The bid as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, shall be in English language only.

#### iii. Preparation and Submission of Bid

The bidder is responsible for registration on the e-procurement portal (<https://tender.telangana.gov.in>) at their own cost. The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website. And in case of any difficulty kindly contact the e-procurement helpline.

The Bidder shall submit the proposals online as described below: -

- a) Proposal that are incomplete or not in prescribed format will be rejected.
- b) The Technical and Financial proposal should be submitted only through the e-procurement Portal separately.
- c) Technical Proposal - Scanned copy in PDF file format, signed on each page, with file name clearly mentioning: "OMR Answer Booklets The proposal should be as per the Technical Proposal format provided in Annexure I: Technical Proposal Formats.
- d) Financial Proposal – Scanned copy in PDF file format, signed on each page, with file name Clearly mentioning: "Financial Proposal for printing of OMR Answer Booklets"
- e) The proposal should be as per the Financial Proposal format provided in **Commercial Bid form-F**
- f) The financial Bid shall be inclusive of all taxes & duties.
- g) Conditional proposals shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
- h) Any alteration, erasures or overwriting should be valid only if the person or persons signing the bid initial them before submission of Bid Document.
- i) Bidders are advised to upload the proposals well before time to avoid last minute issues.
- j) The bid has to be submitted only through online through website. No physical submission of bids would be acceptable.

#### **iv. Late Bids**

Proposal after due date and time shall not be accepted.

#### **v. Tender Validity**

The TENDER offer must be valid for 120 days from the due date of submission of proposal as mentioned in this TENDER or the subsequent corrigendum (if any). However, SBTET in consultation with Concerned Dept. may extend this period, if the bidder accepts the same in writing.

#### **vi. Cost and Currency**

The offer must be given in Indian Rupees only. The price will remain fixed for the period of the contract and no changes for any reason whatsoever will be allowed. The bidder shall bear all the costs associated with the preparation and submission of its bid, and the purchaser will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

#### **vii. Interpretation of the clauses in the Tender Document**

In case of any ambiguity in the interpretation of any of the clauses in Tender Document, the SBTET interpretation of the clauses shall be final and binding on the bidder. The decision taken by the SBTET in the process of Tender evaluation will be full and final.

#### **Viii Amendment of Tender Document**

At any time prior to the deadline for submission of bids, SBTET for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by amendment. Any such communication shall be posted on website and bidders are requested to visit the e-procurement website for updates, modification and withdrawal of Offers.

#### **ix. Deviations**

The bidder shall not be allowed to make any deviation whatsoever from the terms and condition and technical specifications specified in the TENDER.

**x. Earnest Money Deposit (EMD) / Bid Security**

- a) The Bidder shall furnish a bid security as per the amount mentioned in Bid Data Sheet online through e-procurement portal.
- b) No interest shall be payable on EMD under any circumstances.
- c) Unsuccessful Bidder's Bid security shall be discharged or returned within 120 days of expiration of the period of proposal validity or after awarding Tender to successful Bidder.
- d) In case of successful bidder, the EMD shall be discharged upon signing of agreement and submission of performance bank guarantee, as per Annexure-III.

The EMD shall be forfeited by SBTET, on account of one or more the following reasons-

1. If a bidder withdraws its bid during the period of bid validity
2. If the bidder fails to sign the agreement in accordance with terms and conditions (Only in case of a successful bidder)
3. Fails to furnish performance bank guarantee as specified in annexure
4. Information given in the proposal is found inaccurate/incomplete

**Secretary**



## 6. Bid Evaluation

### A. Evaluation Methodology

#### i. Tender Opening

- 1) Bid Opening shall take place through the e-Procurement Portal. Online Proposals submitted along with the EMD/ Bid Security and Tender Fee (Payable Online through the portal) shall be considered for Bid opening as per the timelines mentioned in the Bid Data Sheet.
- 2) In case of EMD/ Bid Security is not received as per the timeline mentioned in Bid Data Sheet, the bid submitted in e-Procurement Portal would be rejected.
- 3) The EMD/ bid security will be opened at SBTET, in the presence of Bidders' representative who may choose to attend the session on the specified date, time and address.
- 4) During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.
- 5) To assist in the scrutiny, evaluation and comparison of offers, the SBTET, may, at its discretion, ask some or all the Bidders for clarification of their offers on any of the points mentioned therein and the same may be sent through email, facsimile. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by SBTET, in the evaluation of the bids.

#### ii. Tender Evaluation

SBTET shall evaluate the Technical and Financial bids as per the **following process:**

- a) The SBTET will evaluate and compare the bids that have been determined to be substantially responsive.
- b) SBTET shall review the Technical Proposal along with Eligibility Criteria. To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, SBTET, at its discretion, ask any Bidder for a clarification of its bid
- c) The Financial Proposals of only those Bidders who have been qualified in the Technical Proposal along with Eligibility Criteria will be opened.
- d) Bids will be evaluated schedule wise separately based on the total price of each schedule.

#### iii. Failure to Agree with the Terms and Conditions of the TENDER

Failure of the successful bidder to agree with the Terms & Conditions of the TENDER / Contract shall constitute sufficient grounds for the annulment of the proposal or the award, in such event SBTET would reject the proposal and forfeit the EMD as specified in the document.

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## **7. Procedure for Opening and Evaluation of bids**

### **1. Outline of bid evaluation procedure:**

- (a) The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for next stage. Immediately after the closing time, the SBTET contact person shall open the Pre-qualification bids and list them for further evaluation. The Bidders will be for Technical Presentation after evaluation of Pre-qualification bids.
- (b) Pre-qualification evaluation followed by technical evaluation of the bids which quailed in pre-qualification will be done and then followed by financial evaluation of only those bids, which have qualified in technical evaluation.
- (c) The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or SBTET may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing and consequent project execution.

### **2. Opening of bids:** Online in e-procurement website.

### **3. Clarification of bids:**

During evaluation of the bids, SBTET may, at its discretion, ask the bidder for clarification of its bid.

### **4. Preliminary examination:**

- a) Preliminary scrutiny will be made to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- b) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the vendor does not accept the correction of the errors, its bid will be rejected and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- c) SBTET may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- d) Prior to the detailed evaluation, SBTET will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- e) If a bid is not substantially responsive, it will be rejected by the SBTET and may not subsequently be made responsive by the bidder by correction of the nonconformity.

### **5. Pre-qualification and technical evaluation of bids:**

- a) Pre-qualification bid documentation shall be evaluated with the help of documentation furnished by the bidder. SBTET will be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project.
- b) SBTET may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.
- c) The Financial bids of only those bidders who qualify in the Pre-Qualification stage including technical compliance of technical specifications would be opened.

## 6. Overall bid Evaluation procedure

- a) Two-stage procedure will be adopted for evaluation of proposals; with the pre-qualification being completed and thereafter financial proposals will be opened and compared.
- b) The bids will be evaluated each schedule wise.
- c) SBTET will review the technical bids of the short-listed bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified.
- d) The commercial bids of the bidders who qualify in prequalification stage will be opened and reviewed to determine whether the commercial bids are substantially responsive.
- e) Tender will be allotted to the lowest quoted bidders in the final bids, as a bundle of pack of all items stated in Bid document.
- f) Conditional bids are liable to be rejected.

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## 8. SPECIALTERMS & CONDITIONS

1. All the material has to be delivered the successful bidder at the polytechnic colleges as per the route plan provided by SBTET for each Semester end examinations and two Mid sem exams scheduled different spells.
2. Penalty: In case work is not executed as per Programme of Work a penalty at the rate of One percent per day subject to a maximum of 10 % on the contract value not done the work within the stipulated date shall be levied by the SBTET
3. Contract Period: 2 years, based on the satisfactory performance renewable to third year after 2<sup>nd</sup> year.
4. If the agency fails to complete the work within stipulate under discretion of SBTET, the Board has right to complete the work with any other agency and expenditure incurred will be levied as penalty
5. All payments towards Taxes shall be as per the Rules in vogue. Necessary certificates and information required as per the rules shall be submitted by the Tenderer.
6. The Variable data will be provided by SBTET two weeks before commencement of examinations.
7. The Answer Booklets should reach to the centers specified by SBTET one week before the commencement of Board Examinations.
8. The OMR booklets should be reached to the Polytechnic Exam centers one week before commencing of the Examinations.
9. **The OMR booklets should be packed in boxes as center wise, scheme wise, branch wise, Year/Semester wise, subject Wise, and route wise respectively for Diploma and other Examinations.**
10. The firm should have its own printing plant with compatible exclusive I.T. Department of its own to segregate print and pack basing on the database supplied by the Board.
11. The printer shall be able to read students variable data, QR Code, Linear 2D Bar Code, Litho Code comprising of coded information required for applications software.
12. The firm should be generating Answer Scripts Bar codes for Diploma Exams, page wise bar code with a linking unique ID without disclosing the examinee identity and mapping to the original student's variable data.
13. The firms should have sufficient number of printing, packing machinery/equipment with sufficient number of skilled working personal in respective sections
14. Mile Stones of supply every year

S.NO	Activity	Tentative Supply date
1	Drawing Sheet: Size A2 –One sheet and A4 Size QR one sheet	July & August-2019
2	MID Exams (C18) theory scripts: A4 size-8 Pages	July & August-2019
3	END Exam (C18) theory scripts: A4 size-16 Pages	February-2019
4	END Exam (C16/C16s/C14/C09/ER91) theory scripts: A4 size-24 Pages	February-2019
5	Shorthand Paper I & II: A4 Size Consisting of 8 pages.	First week of February-2019
6	Shorthand dictation sheets: A4 Size Consisting of 4 pages.	First week of February-2019
7	Type writing Paper I: Legal Consisting of 8 pages.	First week of February-2019
8	Type writing: Paper II: Legal Consisting of 16 pages.	First week of February- 2019
9	Stickers	June-2019
10	OMR sheets for POLYCET	March-2019
11	Odd Sem End Exam	Oct-2019
12	Even Sem Mid Sem-I	Dec-2019
13	Even Sem Mid Sem-II	Feb-2020
14	Even sem End exam	March/April-2020
15	Even sem End supply exams	June-2020

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## 9. General Conditions of Contract (GCC)

### 1. Contract and Interpretation

In this Contract, the following terms shall be interpreted as indicated below and the bidder must bind all the definitions and prepare financial quotations.

- a) Applicable Law means the Contract shall be interpreted in accordance with the laws of the Client's country, unless otherwise specified in Tender Document
- b) **Bidder** means any firm offering the solution(s), service(s) and/ or materials required in the tender call. The word Bidder when used in the pre award period shall be synonymous with Bidder and when used after award of the contract shall mean the successful Bidder with whom User signs the contract for rendering of goods and services.
- c) Contract: means the agreement entered between the SBTET and the Bidder, as recorded in the Contract Form signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein.
- d) Contract Price means the price payable to the Bidder under the Contract for the full and proper performance of all its contractual obligations.
- e) Cost of the Solution (CS) means the costs involved for the works and services mentioned in the scope of work and also include any amendments made there on before award of the contract.
- f) Bidder's representative means the duly authorized representative of the Bidder, approved by the Clients and responsible for the Bidder's performance under the contract.
- g) Day means calendar day.
- h) Effective Date means the date following contract signing that the contract enters into full force as and upon fulfillment of any and all additional conditions specified in the SCC.
- i) Financial bid means that part of the offer that provides price schedule, total project costs etc.
- j) Firm means a company, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.
- k) GCC means these General Conditions of Contract.
- l) Goods and services mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
- m) Incidental services means those services ancillary to the supply of the goods and services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the Bidder covered under the contract.
- n) Implementation cum Performance security means on receipt of notification of award from the User, the successful Bidder shall furnish the security in accordance with the conditions of contract, in the Implementation cum performance security form provided in the bidding documents or in another form acceptable to the User.
- o) Pre-qualification and Technical bid means that part of the offer that provides information to facilitate assessment, by SBTET, professional, technical and financial standing of the Bidder, conformity to specifications etc.

- p) Products mean all of the equipment, Hardware, Software, supplies and consumable items that the Bidder is required to install or provide under the contract, plus the associated documentation.
- q) Project Plan means the document to be developed by the Bidder and approved by the SBTET, based on the requirements of the Contract and the preliminary project plan included in the Bidder's bid. Should the Project Plan conflict with the Contract in any way; the relevant provisions of the Contract shall prevail in each and every instance.
- r) Project sites means the place or places named in the schedule or requirements for delivery of goods and services.
- s) Specification means the functional and technical specifications or statement of work, as the case may be.
- t) Warranty Period is the period specified in the GCC or SCC, following Acceptance of the deliverables during which the Bidder's warranty obligations in respect of the delivered materials are in force. During the warranty period the Bidder has to keep all the deliverables in safe custody.

## **2. Confidentiality**

The Bidder must maintain absolute confidentiality of the documents/maps/tools collected in any form including electronic media and any other data/information provided to him for the execution of the work. The Bidder should not use the Project data for any purpose other than the scope of work specified in the document and added/amended before signing the contract. The Bidder must remove/destroy the entire data from his custody after completion of the warranty period. If at any stage it is found that the SP is using the data provided by the client any time during the contract execution or after completion of the contract for any other purposes, stringent legal action will be initiated as per applicable law of land and the contract will be terminated without assigning any reasons. A copy of the variable data used for printing on OMR/Answer Sheets shall be returned to the Board.

## **3. Use of documents and Information**

- a) The BIDDER shall not, without prior written consent from SBTET, disclose/share/use the bid document, contract, or any provision thereof, or any Bidder rectification, plan, drawing, pattern, sample or information furnished by or on behalf of the SBTET in connection therewith, to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- b) The Bidder shall not, without prior written consent of SBTET, make use of any document or information made available for the project, except for purposes of performing the Contract.

- c) All project related document (including this bid document) issued by SBTET, other than the contract itself, shall remain the property of the SBTET and shall be returned (in all copies) to the SBTET on completion of the Bidder's performance under the contract.
- d) The Bidder shall pay the resources hired for the assignment as per the Telangana State Minimum wages act.

#### **4. Indemnification**

- i. The Bidder shall, at its own expense, defend and indemnify the Client against all third-party claims of infringement of intellectual property rights, including patent, trademark, copyright, trade secret or industrial design rights arising from use of the products or any part thereof in the Client's country.
- ii. The Bidder shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. If the Client is required to pay compensation to a third party resulting from such infringement, the Bidder shall be fully responsible thereof, including all expenses and court and legal fees.
- iii. The Client will give notice to the Bidder of any such claim without delay and ion shall provide reasonable assistance to the Bidder in disposing of the claim.
- iv. The Client shall indemnify and defend the Bidder against all third-party claims of infringement of Intellectual Property Rights, including patent, trademark, copyright, trade secret or industrial design rights arising from the use of any information of Software provided to the Bidder) by the Client under the contract.

#### **5. Bid Security, Payments, Guarantees and Liabilities Bid**

##### **Security(EMD)**

Bidders shall submit, along with their bids, EMD of amount specified in the Tender Document. The EMD shall be denominated in Indian Rupees only. No interest will be payable to the Bidder on the amount of the EMD.

Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 120 days after the award of the contract to the selected implementation agency.

The EMD may be forfeited:

- If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
- In the case of a successful Bidder if the Bidder fails to sign the contract for any reason not attributable to the SBTET or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the Tender Document.
- The EMD shall be submitted with the technical bid in a separately sealed envelope as mentioned in this section. Bids submitted without adequate EMD will be liable for rejection.
- Bids Submitted with EMD not Valid in the specified period will also be rejected During the bid process, if any information is found wrong / manipulated / hidden in the bid. The decision of SBTET regarding forfeiture of the EMD and rejection of bid shall be final & shall not be called upon question under any

The bid security is required by SBTET to:

- ✓ Assure Bidder's continued interest till award of contract and

- ✓ Conduct in accordance with bid conditions during the bid evaluation process.
  - ii. Unsuccessful Bidder's bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by SBTET.
  - iii. The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance security.
  - iv. The bid security may be forfeited:
    - a. If a Bidder withdraws its bid during the period of bid validity or
    - b. In the case of a successful Bidder, if the Bidder fails:
      - ✓ To Sign the contract in time or
      - ✓ To furnish performance security.

## 6. Performance Bank Guarantee

- a) The implementation agency shall at his own expense, deposit with department, within ten (10) working days of the date of notice of award of the contract or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Bank acceptable to department, payable on demand, for the due performance and fulfillment of the contract by the Bidder.
- b) This PBG will be for an amount equivalent to 10% of contract value. All charges whatsoever such as premium, commission, etc. with respect to the PBG shall be borne by the Bidder.
- c) The PBG shall be valid till the end of three months after the expiration of contract period and should be in the format prescribed in this Tender Document
- d) The PBG may be discharged/ returned by department before the expiry of the same as stipulated in this RFP upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the PBG.
- e) In the event of the Bidder being unable to service the contract for whatever reason, department would evoke the PBG.
- f) Notwithstanding and without prejudice to any rights whatsoever of department under the contract in the matter, the proceeds of the PBG shall be payable to department as compensation for any loss resulting from the Bidder's failure to complete its obligations under the contract.
- g) Department shall notify the Bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.
- h) Department shall also be entitled to make recoveries from the Bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

## 7. Payment

- a) SBTET will make payment for the entire services rendered, taking into account deliverables and milestones and related services.
- b) For release of these payments, the Bidder shall present pre-receipted bills in triplicate for the payments due to him along with all necessary supporting documents.

## 8. Prices

Prices charged for deliverables and Services performed under the Contract shall not be increased



from the prices quoted by them in its bid.

#### **9. Taxes and Duties**

The bidder shall be entirely responsible for all taxes, duties, license fees, and other such levies.

#### **10. Delay in the Bidder Performance**

The bidder has to start as per the direction of the client at the designated locations and Services shall be made in accordance with the time schedule prescribed by the Client in the Schedule of Requirements.

If at any time during performance of the Contract, the identified bidder should encounter conditions impeding timely delivery or installation of the Systems or performance of the Services, the identified bidder shall promptly notify the Client in writing of the fact of the delay, likely duration and its cause(s). As soon as practicable after receipt of the notice from identified bidder, the Client shall evaluate the situation and may at its discretion extend the time for performance, with or without liquidated damages, and revised implementation plan will be prepared by both parties.

Except as provided under GCC Clause, if, Bidder fails in the performance of its delivery or installation obligations shall render the liable to the imposition of liquidated damages pursuant to GCC Clause, unless an extension of time is agreed upon by client without the application of liquidated damages.

#### **11. Liquidated Damages**

If the Bidder fails to deliver Services or install any or all of the systems or if any of the services fail to gain Acceptance within the period(s) specified in the Contract, the Client shall, without prejudice to its other remedies under the Contract, deduct from the performance security, as liquidated damages, a sum equivalent to the percentage of the Contract price specified in SCC. Once the maximum is reached, the Client may consider termination of the Contract. If delivered or installed goods and/or Services cannot be put to use without the undelivered goods/Services, the damages will be calculated using the total price of the goods/services that cannot be put to use.

#### **12. Application of LD**

Liquidated damages shall be assessed as per the millstones as per schedule, submission of deliverables and its acceptance”.

#### **13. Termination for Default**

The Client, without prejudice to any other remedy for breach of Contract, may terminate this Contract in whole or in part by giving 30 days advance notice; if the Bidder fails to deliver any or all of goods/services or to install any or all of the Systems within the period(s) specified in the Contract, or within any extension thereof granted by the Client or if he fails to perform any other significant obligations(s) under this contract. In the event the Client terminates the Contract in whole or in part, the Client may procure, upon such terms and in such manner as it seems appropriate, goods/services similar to those undelivered, and the Bidder shall be liable to the Client for any excess costs for those similar goods or Services. However, the Bidder shall continue performance of the contract to the extent not terminated.

#### **14. Termination for Insolvency**

The Client may at any time terminate the Contract by giving written notice to the Bidder, if they become bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Client.

#### **15. Force Majeure**

The Bidder/Identified Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance

or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the and not involving Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Bidder shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Bidder (Bidder) shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If an event of Force Majeure continues for a period of one hundred and eighty (180) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for goods/services already delivered or performed.

#### **16. Resolution of Disputes**

The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

If, after thirty (30) days from the commencement of such informal negotiations, the Client and the Bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party.

The dispute resolution mechanism shall be as follows:

In case of a dispute or difference arising between the Client and the Bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996. The place of resolution of disputes shall be at Hyderabad only.

#### **17. Governing Language**

The contract shall be written in English. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in same languages.

#### **18. Applicable law**

The contract shall be interpreted in accordance with appropriate Indian laws.

#### **19. No interest for performance Guarantee**

No interest shall be paid on the earnest money, security deposit and the amount retained against performance guarantee.

#### **20. Notices**

Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile and confirmed in writing to the other party's last known address. A notice shall be effective when delivered or tendered to other party whichever is earlier.

#### **21. Inspections and Acceptance Test**

Inspection: The Client or its representatives shall have the right to inspect the commissioning works or any other work that would be carried as part of contract execution for its quality to confirm their Contract specifications at point of development/delivery and/or at the final place(s) of delivery. The Bidder shall arrange necessary systems, people and equipment for such inspections. Should any inspected or tested or delivered services fail to conform to the Contract specifications or to pass the Acceptance tests as defined jointly in the Project Plan, the Client may reject the

services, and the Bidder shall either replace the rejected delivered goods/services or make alterations as necessary to meet the specifications free of cost to the Client.

## **22. Bidders Obligations**

- (a) The Bidder will abide by the job safety, insurance, customs and immigration measures prevalent and laws in force in the Client's country, and will indemnify the Client from all demands or responsibilities arising from accidents or loss of life. The Service Provider will pay all indemnities arising from such incidents and will not hold the Client responsible or obliged.*
- (b) The Bidder is responsible for, and obligated to conduct all contracted activities with due care and diligence, in accordance with the Contract and using state of the art methods and economic principles, and exercising all reasonable means to achieve the performance specified in the Contract.*
- (c) The Bidder must provide a team of qualified technical persons for constant interaction with SBTET officials during the entire duration of contract including installation, customization, testing, validation, trials, live running and maintenance.*
- (d) The Bidder is responsible for, and obligated to work closely with 'SBTET Designated Project development team. The Bidder is obliged to work closely with the Client's Project Manager and staff, act within its own authority, and abide by directives issued by the Client that are consistent with the terms of the Contract. Bidder is responsible for managing the activities of its personnel, and will hold itself responsible for any misdemeanors.*
- (e) The Bidder shall appoint an experienced Representative to manage its performance of the Contract within 15 days from Contract signature. The Representative shall be authorized to accept orders and notices on behalf of the Bidder, and to generate notices and commit the Bidder to specific courses of action within the scope of the Contract. The Representatives may be replaced only with the prior written consent of the Client.*
- (f) The Bidder shall develop the final Project Plan based on Contract requirements, to be submitted to the Client for review and approval within the number of days specified in SCC from the Effective date of the Contract, with all reasonable and necessary input from the Client.*
- (g) The Bidder shall complete Delivery, Installation and Acceptance of the Systems in accordance with Contract requirements (as may be further elaborated in SCC and the Project Plan).*
- (h) The Bidder is obliged to implement the "Minimum Wages Act" of the state. If it is noted that the act is not followed, the contract may be terminated.*

**SECRETARY**

## Bid Form

Date:

To:  
The Secretary,  
State Board of Technical Education and training ,  
Telangana, Hyderabad

Dear Sir,

1. Having examined the Bidding Documents, the receipt of which is hereby acknowledged, we, the undersigned, offer to develop and implement the solution, submit deliverables under the above-named Contract in full conformity with the said Bidding Documents for the sum of:.....  
(Hereinafter called "the Total Bid Price") or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.
2. We undertake, if our bid is accepted, to commence work as per the schedule and to achieve the Acceptance within the respective times stated in the Bidding Documents.
3. We declare that we have studied Bid document and are making this proposal with a stipulation that you shall award us Contracts for, as per specifications and deliver all deliverables and other services specified in the Contract Documents.
4. We have read the provisions of bid and confirm that these are acceptable to us.
5. We further declare that bid is unconditional.
6. We undertake, if our bid is accepted, to commence the work as per the schedule immediately upon your Notification of Award to us, and to achieve Completion within the time stated in the Bidding Documents.
7. If our bid is accepted, we undertake to provide an Implementation cum Performance Security in the form and amounts, and within the times specified in the Bidding Documents.
8. 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".
9. We, hereby, declare that only the persons or firms interested in this proposal as principals are named here and that no other persons or firms other than those mentioned herein have any interest in this proposal or in the Contract to be entered into, if the award is made on us, that this proposal is made without any connection with any other person, firm or party likewise submitting a proposal is in all respects for and in good faith, without collusion or fraud.
10. We agree to abide by this bid, consists of this letter, the Price Schedules, the Bid Security, the duly notarized written power of attorney, and Attachments 1 through [*specify: **the number of attachments***] to this Bid Form, for a period of bid validity from the date fixed for submission of bids as stipulated in the Bidding Documents, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
11. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

Place:  
Date:

Bidder's signature  
and seal.

# Model Form of Contract Agreement

This contract agreement is made on the [insert: **number**] day of [insert: **month**], [insert: **year**].

## Between

- (1) [insert: **Name of Client**], (hereinafter called “the SBTET”), and
- (2) [insert: **name of the bidder**], (hereinafter called “the bidder”).

Whereas the SBTET desires for.....for“ ..... , Hyderabad and submit all deliverables and have agreed to such engagement upon and subject to the terms and conditions appearing below in this Contract Agreement.

**NOW IT IS HEREBY AGREED** as follows:

## 1. Article 1 – Contract Documents

### **1.1 Contract Documents**

The following documents shall constitute the Contract between Telangana ITE&C and the Firm, and each shall be read and construed as an integral part of the Contract:

This Contract Agreement and the Appendices attached to the Contract Agreement.

- (a) Notification of Award
- (b) The Bid and Price Schedules submitted by the bidder
- (c) Special Conditions of Contract
- (d) General Conditions of Contract
- (e) Pre-bid conference minutes.
- (f) Bid document with modification if any
- (g) *Any other documents*

### **1.2 Order of Precedence**

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents) above.

### **1.3 Definitions (Reference GCC Clause 1)**

Capitalized words and phrases used in this Contract Agreement shall have the same meanings as are ascribed to them in the General Conditions of Contract.

## 2. Article 2 - Contract Price and Terms of Payment

### **2.1 Contract Price**

The SBTET hereby agrees to pay to the bidder as amount of **Rs.Xxxx/-** for the items mentioned in the Commercial Form. The Contract Price in consideration of the performance by the bidder of its obligations under the Contract.

## 3. Article 3 - Effective Date for Determining Time for Operational Acceptance

### **Effective Date**

The time allowed for execution, delivering deliverables and Acceptance of the same should be determined from the date when all of the following conditions have been fulfilled:

- (a) This Contract Agreement has been duly executed for and on behalf of the Client and the bidder;
- (b) The bidder has submitted to the Client the Implementation cum performance security.

## 4. Article 4 – Jurisdiction

- 4.1. Any legal proceedings arising out of the agreement shall be subject to the appropriate court in Hyderabad.

5. Article 5 –Appendixes

The Appendixes listed in the attached List of Appendixes shall be deemed to form an integral part of this Contract Agreement.

Reference in the Contract to any Appendix shall mean the Appendixes attached to this Contract Agreement, and the Contract shall be read and construed accordingly.

**IN WITNESS WHERE OF** TELANGANA ITE&C and the Selected Firm has caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

For and on behalf of the Client (Purchaser)

Signed: \_\_\_\_\_

in the capacity of [*insert: title or other appropriate designation*]

in the presence of \_\_\_\_\_

For and on behalf of the Bidder

Signed: \_\_\_\_\_

in the capacity of [*insert: title or other appropriate designation*]

in the presence of \_\_\_\_\_

**Place:**

**Signature with seal**

**Date:**

\_\_\_\_\_

## Form-T

### Pre Requisite Qualification cum Technical Bid Format

(to be submitted along with PQ bid)

### **Compliance/ Agreed/ Enclosed/ Deviation Statement**

S No	Mandatory Eligibility Criteria for the Bidder	Documents to be submitted	Complied (yes/No)	Page# with document details
1	<b>EMD</b>			
2	Bid document fee			
3	Form PO1 (Bidder information)			
4	Form PQ2 (Turnover)			
5	<i>Form PQ-3 (certification)</i>			
7	<i>Form PQ-4 (Declaration)</i>			
8	<i>Form T-1</i>			
9	<i>Commercial Form (F) to be submitted online only</i>			NA
10	The Bidder should be registered with appropriate tax authorities such as Income Tax, GST, etc. along with latest VAT / GST Clearance Certificate Because of confidentiality of the project, the Board requires single point contact and responsibility. <i>Hence Subcontracting of the work (or) Joint Ventures (or) Consortiums are not allowed.</i>			
11	The firm should have empaneled by RBI / IBA as Security Printers			
12	The Bidder should be certified that the factory is not blacklisted by any State Govt / Union Territory / Government of India or any other organization. The firms which are either blacklisted or any case is pending for inferior quality supplied will be rejected from participating in the tender.			
13	Company registered in Telangana / Andhra Pradesh and firm should have highly sophisticated machinery with all facilities. The manufacturing facility should be situated in any of the states of Telangana / Andhra Pradesh only, with minimum of 5 years of existence with profitability at least in 3 financial years of previous 5 financial years			
14	The Bidder should have minimum turnover of over Rs.30 Crores from the last three financial years of operation. The firm should have minimum annual turnover of printing of Bar-Coded OMR Sheets along with Answer Booklets worth Rs.10 Crores in last three consecutive financial years.			

15	The Bidder should have experience of undertaking printing and supply of static/unique variable bar-coded OMR / QR booklets along with Variable Data Printing (Candidate Data and Bar Code) minimum Ten Lakh Nos and above for the last 3 years to at least 3 universities / Boards.			
16	ISO 9001: 2015 and ISO 27001: 2013			
17	The Bidder should submit documentary proof that they have a daily capacity to print minimum of 2 Lakhs Bar Coded OMR/ QR Sheets along with Answer Booklets with online inkjet variable data printing process on OMR sheets with adequate stitching capacity of 2 Lakhs per day.			
18	The Bidder must not have any instance of forfeiture of any amount – EMD or otherwise – for inability to perform their duties under any contract.			

Place:  
Date:

Bidder's signature  
and seal



**Form PQ-1**  
(to be submitted on bidder letterhead)  
**Bidder's Information**

<b>Details of the Bidder</b>		
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Status of the Company (Public Ltd/ Pvt. Ltd)	
4.	Details of Incorporation of the Company	RoC No &Date:
		VAT
		PAN number
		Service Tax
5.	Name & Designation of the contact person to whom all references shall be made regarding this tender	
6.	Mobile Number	
7.	E-Mail of the contact person:	
8.	Fax No. (with STD Code)	
9.	Website of Company	
10.	Certification Details	
11.	EMD Details	Ref No: Date: Bank:
12.	Tender Document Fees details	DD No: Date: Bank:

Place:  
Date:

Bidder's Signature  
with Seal.

**Form PQ-2**  
**Financial Turnover**

(Amount in crores)

SNo	Financial Year	Total Turnover of the firm (Rs.)	Turnover in the OMR/Answer Booklets printing (Rs.)	Profit of the Organization (Rs.)	Net Worth of the Company (Rs.)

**Place:**  
**Date:**

**Bidder's Signature**  
**with Seal**

*Should submit certificates from a Chartered Accountant, ITRs along with extracts of the balance sheet showing the breakup of turnover.*

**Form PQ-3  
Certification**

SNo	Name of certificate	Valid till

**Place:**  
**Date:**

**Bidder's Signature  
with Seal**

**Form PQ-4**

**Declaration Regarding Clean Track Record**

To:  
The Secretary, SBTET,  
Hyderabad-63

Sir,

I have carefully gone through the Terms & Conditions contained in the bid Document [No. \_\_\_\_\_]. I hereby declare that my company has not been debarred/ black listed as on Bid calling date by any Central or State Government/ Quasi Government Departments or Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)  
Printed Name Designation  
Seal Date:

Business Address:

## Form T-1

<b>S. No</b>	<b>Specifications as per Table Content-IV items</b>	<b>Complied</b>
1	Drawing Sheet: A2 size-One sheet and A4 Size QR one sheet	Yes/No
2	MID Exam (C18) theory scripts: A4 size	Yes/No
3	END Exam (C18) theory scripts: A4 size	Yes/No
4	END Exam (C16/16s/14/09/ER91) theory scripts: A4 size	Yes/No
5	Shorthand Paper I & II: A4 Size Consisting of 8 pages.	Yes/No
6	Shorthand Dictation sheets(A4 Size) ruled	Yes/No
7	Type writing Paper I: Legal Size Consisting of 8 pages.	Yes/No
8	Type writing: Paper II: Legal Size Consisting of 16.	Yes/No
9	Stickers with vowel shape	Yes/No
10	OMR sheets for POLYCET	Yes/No

**Financial form- F (Revised)**

QR code sheet with Answer Scripts. (As per scope of Technical Bid)

**Estimated average scope of work in two years**

S. No	Item	No. of pages per script + one QR sheet	No. of scripts in two Year (Approx.)	Unit price excluding tax (Rs) per script	Taxes on Unit price (Rs) per script	Total Unit Price (Rs) (5) +(6)	Total Price (Rs) (7)X (4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Drawing Sheet: A2 size-One sheet and A4 Size QR one sheet	4 (2+2)	8,00,000				
2	MID Exam (C18) theory scripts: A4 size	10 (8+2)	30,00,000				
3	END Exam (C18) theory scripts: A4 size	18 (16+2)	9,00,000				
4	END Exam (C16/16s/14/09/ER91) theory scripts: A4 size	26 (24+2)	15,00,000				
5	Shorthand Paper I & II: A4 Size Consisting of 8 pages.	18 (16+2)	12,000				
6	Shorthand Dictation sheets(A4 Size)	4	12,000				
7	Type writing Paper I: Legal size Consisting of 8 pages.	8	40,000				
8	Type writing: Paper II: Legal size Consisting of 16 pages.	16	40,000				
9	Stickers with oval shape and SBTET logo with security , A4 size sheet each sheet contains 49 stickers	1 sheet	38,000 sheets				
10	OMR sheets for POLYCET	2	3,00,000				

Total Value of the project in Rs. : ..... (Rs. In words.....)

Note:

1. The Bidder should deliver the answer booklet at the College/Exam center specified by SBTET across the Telangana State.
2. The Payment terms are 100% within 30 days from the date of completion of the project.
3. The quantity shown above of estimated the quantity may vary payment will be done as per the actual quantity.
4. The Bidder agrees to work with the above quoted price for two years from the date of agreement.

Place:

Bidder's Signature

Date:

with Seal