

GOVT. OF N.C.T. OF DELHI
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST (B) , NAJAFGARH, NEW DELHI

No.DE.54/DDE/SWB/2010 7184

Dated: 16/8/10

To

O.S (IT)
Dir. of Education
S.W. Sect. Delhi
Govt of NCT Delhi

Sub.: Quotation for printing and supply of Question papers.

Sealed quotations are hereby invited for printing and supply of Question papers, the terms and conditions for supply of question papers by printers shall be as under:

- (i) The rates quoted by the printers should be for each page printed on one side only and not for the entire question papers.
- (ii) **PRINTING:**

Paper: Good quality white printing paper of 60 gsm to be provided.

Size of Paper: A 4 size or 9.5 X 7.5 (please quote rates for both side)

- (iii) **Type size preferred:**

12 pt Devanagiri for Hindi and 10 pt Type Roman for English (Composing) by LASER technique.

- (iv) **Language:**

Bilingual (English-Hindi: English-Urdu) proof reading shall be done by the printer.

- (v) **Ink:** Printing ink of good quality shall be used.

- (vi) **Folding:**

Except for 04 pages. The question paper is to be folded in the center and creased. In case of more than four pages, it has to be glued in spine at the Center. Care is to be taken in case of question paper of six pages, the two pages leaf is to be pasted in between the form and the creased or any alternative proper arrangement may be made.

- (vii) **Packing:**

25 question papers are to be encased in a paper band (about 1" wide) / rubber band and the total number of question papers of one school in each subject shall be packed in sealed cloth-lined craft envelope / laminated envelope.

Envelope/Packets of question papers of each subject shall be made school-wise and subject-wise as per the requirement of different zones (zone-21 & 22). However printer has to add 10 copies of question paper in each packet in addition to the requirement shown in the list supplied.

- (viii) One packet of 25 question papers shall be supplied EXTRA to each zone (Zone-21 & 22) with a specified mark "RESERVED" on its own body.

- (ix) In case of strikes, force, accidents or circumstances beyond the control of printer causing stoppage of his/her work, the printer shall have to get the work done

from some other source maintaining total secrecy and as per terms and conditions and schedule. Extra printing cost incurred, if any shall be borne by the printer.

- (x) Mistake of any kind (major or minor) are to be viewed seriously and heavy penalty and (or) forfeiture of security money shall be imposed. Since the nature of mistake can't be codified, the decision of imposing penalty shall remain reserved with the Deputy Director of Education, Distt. South West-B and his/her decision shall be binding and final.
- (xi) Top most secrecy is to be maintained throughout the period. Any lapse in this regard shall be viewed seriously.
- (xii) Handwritten question paper may be supplied to the printer. Rates submitted in the quotation should include each and every work related to the supply. If any tax is applicable, it should be mentioned in the quotation clearly along with the rate of tax.

PAYMENT:-

- (a) 80% of the payment of the bill shall be made at the first instance if nothing serious is noticed by the office of the Deputy Director of Education against the supplies with in a week time.
- (b) Balance payment with or without penalty shall be made within a reasonable period.

EARNEST MONEY:-

Each bidder shall be asked to submit an earnest money of Rs.15000/- (Rupees fifteen thousand only) in the form of Demand Draft/FDR in favour of Deputy Director of Education, Distt. South West-B along with the quotation which shall be returned after finalization of the process of bidding.

SECURITY MONEY:-

Successful bidder shall have to submit security money @ 10% job at the time of issuance of job order in the form of Demand Draft.

Submit Quotation in THE OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION, DISTT. SOUTH WEST-B, SCHOOL COMPLEX, NAJAFGARH, NEW DELHI by 26.08.2010 up to 2:00 P.M which will be opened on the same day at 2:30 P.M sharply.

**DY. EDUCATION OFFICER, ZONE-21,22
DISTT. SOUTH WEST-B.**

No.DE,54/DDE/SWB/2010

O.S (I.T), Directorate of Education, Old Sectt., delhi with request to upload the letter on website of Department.

Dated:

**DY. EDUCATION OFFICER, ZONE-21,22
DISTT. SOUTH WEST-B.**