

**NOTICE INVITING TENDER**

**O/o State Council of Educational Research and Training, Haryana,  
Gurugram**

Opposite: -Panchayat Bhawan,  
Sohna Road, Gurugram  
Haryana-122001

Memo No: - Science/2022/2349

Dated:-06-01-2023

**Subject: - Inviting Tender for Printing of Souvenir on the occasion of State Level JNNSMEE 2022-2023.**

State Council of Educational Research and Training, Gurugram invites tenders in sealed cover for allotment of the successful bid for printing of Souvenir for JNNSMEE.

**General Condition: -**

- (a) Interested agencies are requested to submit their quotation/tender in a sealed cover duly super scribed "**Tender for Printing of Souvenir on the occasion of State Level JNNSMEE 2022-2023.**".
- (b) The tender in sealed cover should be sent to this office, addressed to the Director SCERT Haryana, Gurugram, Opp- Panchyat Bhawan, Sohna Road, Gurugram Haryana-122001.
- (c) The Tender may be sent by post or delivered at reception at the above office address.
- (d) The Tender in the sealed envelope containing the financial and technical bids must reach this office on or before dated ...02-02-23 at 12 noon. Bids received after the due date/time shall not be entertained.
- (e) The received bids shall be opened in this office on dated 02-02-23 at 03:00 P.M. In the presence of the authorized representatives of the bidders.
- (f) The bidder will have to be present in person or through an authorized representative on the above mentioned time and date in this office. However, this office also reserves the right to reject any bid without assigning any reason.
- (g) Bids received after due date, bids not contained in a sealed envelope, incomplete quotation or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
- (h) The validity of the bid shall be for 3 months from the date of its receipt in this office.
- (i) The bids shall be valid for 6 months from the date of awarding the work for SCERT Haryana, Gurugram, Opp- Panchyat Bhawan, Sohna Road, Gurugram Haryana-122001.

**Minimum Eligibility criteria:**

**The bidder firm/agency must satisfy the following conditions and attach self-attested copies of the same with the tender:**

- a) The bidder shall submit the complete tender document in all respects duly signed & stamped on each and every page as a token of acceptance of all the terms and conditions of tender.
- b) The bidder should be in existence for at least 10 years.
- c) Bidder having registered office in the State of Haryana will be given preference for award of tender.
- d) The bidder should be registered ISO agency.
- e) The bidder should have PAN No. Self-attested copy of PAN Card is to be submitted.
- f) Bidder should have Goods & Service Tax Registration Number. Self-attested copy of Goods & Service Tax Registration is to be submitted.
- g) The bidder's average annual financial turnover should be Rs. 50, 00,000/- or above for the last 04 financial Years (2018-19, 2019-20, 2020-21 & 2021-22). Turnover certificate certified by Chartered Accountants for the last four financial years ending 21<sup>st</sup> April 2022 to be submitted.
- h) The Bidder must submit a declaration that the bidder has not been suspended / blacklisted by any organization.
- i) Bidder must submit the bidder's details in the enclosed envelope
- j) Tender must be in the enclosed prescribed Performa on the letter head of the firm duly signed by proprietor/partner/director or their authorized representative.in case of signing of tender by authorized representative letter of authorization must be attached with the tender.

**SELECTION CRITERIA**

1. The right to reject all bids rests with Director SCERT and he may reject the same without assigning any reason thereof. If a specific bid is rejected, the reasons for rejection of the bid would be indicated.
2. The bidder Agency and their employees or agents shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained in this document, Director SCERT may reject a tender without being liable in any manner whatsoever to the bidder Agency, if he determines that the bidder Agency has, directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice during the bidding process.
3. The Committee will be constituted for evaluation of the bids received. Minimum eligibility criteria for bidders are must. Bids of only those bidder

- agencies would be considered who attain the minimum eligibility criteria.
4. The committee will carry out a detailed evaluation of the bids in order to determine whether the applicant bidder agencies are qualified and eligible and whether the technical aspects are substantially responsive to the requirement set forth in the bidding documents.

**SPECIAL TERMS AND CONDITIONS**

- A) The bidder must quote the specimen as per specification provided under the head of 'Financial Bid".
- B) Catalogue/prior specimen must be attached with the tender of technical evaluation.

**FINANCIAL BID**

Specification of items to be incurred on printing of souvenir for state level JNNSMEE 2022-23 are as follows: -

SNO.	NAME OF ITEMS	QTY.	RATE
1	Total pages with cover with size A4	100	
2	Color pages with 130 GSM Gloss	40	
3	Black and White pages with 80 GSM sunshine	56	
4	Cover pages with lamination and 300 GSM	04	
5	Computer designing with perfect binding	Complete book	

*Shan*  
Director