

jdexamdhse@gmail.com
Ph:0471-2323192

Office of the Director of Higher
Secondary Education
Housing Board building,
Santhi Nagar, Thiruvananthapuram.
Dated : 24/04/2019

NOTICE INVITING TENDER

Sealed tenders are invited from reputed RBI approved Security Printers for the supply of Pre-printed, Data-Printed Certificates/Score sheets of Higher Secondary Equivalency Examinations to various registration centres across Kerala.

Tender No: EX-IX/20632/HSE/2019

Bid submission closing date: **04/05/2019**

Bid opening date: **08/05/2019**

Bid submission fee:

Bid validity period: 10 days

EMD amount: ₹.1500/- (by means of Crossed Demand draft)

Details of items, specifications and required quantity given below.

Sl. No.	ITEM	REQUIRED SPECIFICATION	Quantity (Nos.)
1	(a) First Year Improvement Score Sheet of Equivalency Exam September 2018	295mm x 210mm size 120 GSM Lucky parchment Cut sheet in single colour with at least seven specified security features and specified design, Pre-Printing on one side data printing on one side with quality ink and distribution of data printed certificates directly to the registration centres spread all over Kerala. Blank Score Sheets should be directly sent to Directorate of Higher Secondary Education.	2803
	(b) First Year Improvement Blank Score Sheet of Equivalency Exam September 2018		250
2	(a) Second Year Certificate of Equivalency Exam November 2018	377mm x 210mm size 120 GSM Lucky Parchment, Cut sheet in single colour with at least Seven specified security features and specified design. Pre-printing on both sides, data printing on one side with quality ink to be supplied in books of 50 sheets with perforation at 85 mm from the bound edge with Soft paper cover and distribution of data printed certificates directly to the registration centres spread all over Kerala. Blank Score Sheets should be directly sent to Directorate of Higher Secondary Education.	8012
	(b) Second Year Blank Certificate of Equivalency Exam November 2018		500

(c)	Second Year Migration Certificate of Equivalency Exam November 2018	210 mm x 148 mm, 100GSM Lucky Parchment, Cut sheet in single colour, specified design Pre-Printing on one side data printing on one side with quality ink. To be supplied in books of 50 sheets with perforation at 47 mm from the bound edge unit (soft cover) and distribution of data printed migration certificates directly to the registration centres spread all over Kerala. Blank Score Sheets should be directly sent to Directorate of Higher Secondary Education.	8012
(d)	Second Year Blank Migration Certificate of Equivalency Exam November 2018		500

The envelope containing the sealed tender should bear the superscription “**Confidential - Tender No.EX-IX/20632/HSE/2019**” and should be addressed to **Dr.S.S. Vivekanandan, Joint Director (Exam), Higher Secondary Education, Santhinagar, Thiruvananthapuram.** Intending tenderers may submit their tenders with specifications of the item and sample copy. Tender received after the stipulated time will not be accepted. Tenders will be opened in the presence such of the tenderers or their authorized representatives who may be present at that time. Supply shall be made within 10 days from the date of receipt of the order. Unit price for certificate /score sheet also be mentioned in the tender. The successful bidder will have to produce a security deposit equal to 5% of the total quoted value by any of the means like cash, DD from Nationalized bank, Bank guarantee from scheduled banks, Treasury savings bank deposits, post office savings bank deposits, Fixed Deposits of Nationalized banks etc.

Terms and conditions

- 1) The Bid should be submitted with relevant information/documents/acceptance of terms and conditions, strictly as described in the document.
- 2) Incomplete and conditional tenders will be summarily rejected without assigning any reasons thereoff.
- 3) Delivery period : 10 days from the date of issue of variable data of certificates.
- 4) Place of Delivery : Various registration centres across Kerala to be intimated to the successful tenderer. (Blank Score Sheets should be sent directly to DHSE)
- 5) The unit rate should be inclusive of all taxes.
- 6) Failure to comply with specifications, terms and conditions of this order, or accepted delivery schedule shall be sufficient grounds for cancellation of order by the purchaser without being liable for paying any compensation to the supplier. In case of delay in supply, liquidated damage at the rate of 0.5% on the value of the purchase order per week, or part thereof, will be recovered. An Appeal against these orders shall, however, lie with the Director, directorate of higher Secondary education, Thiruvananthapuram, whose decision shall be final.

- 7) In case of your failure to supply the articles, your firm shall be liable to such action as black listing, debarring from having any business with this directorate, besides any other action as may be deemed proper by the directorate.
- 8) The articles, which are not found according to our specifications / approved samples etc, and are thus not accepted shall be lifted back by the supplier at his own risk and cost.
- 9) Damage to the articles or any other loss (Theft/pilferage) during transit shall be the responsibility of the supplier
- 10) Payments will be made through A/c Payee Cheque after successful completion of this supply order.
- 11) Deduction on account of TDS will be made wherever applicable as per statute.
- 12) The price of any item mentioned in this order should not exceed the accepted price. The Quantity / number of item may vary in the order without any change in the accepted price per unit.
- 13) The undersigned reserves the right to refuse the certificates supplied by you in case the articles are found poor in Quality as against the specifications at the time of receipt of the same in Directorate.
- 14) Two copies of invoice / Bill indicating the description and specification of the goods, Quantity, unit price, total value etc. should be submitted in completion of delivery. Final invoice should show applicable taxes separately along with valid PAN and GSTIN.

Sd/-
Dr. P K Jayasree IAS
Director
Higher Secondary Education

Approved for issue

Sd/-
Superintendent