



GOVERNMENT OF KARNATAKA  
(DEPARTMENT OF PUBLIC INSTRUCTIONS)  
KARNATAKA SOCIETY®

**(Service Contract Tender)**

**2023-24**

Tender through e-procurement

Inviting tenders for providing services of desk top publishing of text pages and designing of cover pages for text books and other designing works in multi languages

Managing Director,  
Karnataka Text Book Society(R),  
6<sup>th</sup> cross, Malleswaram, Bengaluru-560 003  
Phone: 080 – 26422238.

e-mail: [mdktbs.tender@gmail.com](mailto:mdktbs.tender@gmail.com)  
website: [www.ktbs.kar.nic.in](http://www.ktbs.kar.nic.in)  
e-procurement portal : <https://eproc.karnataka.gov.in>  
help line : 080-46010000 080-22631200



**GOVERNMENT OF KARNATAKA  
(DEPARTMENT OF PUBLIC INSTRUCTION)  
KARNATAKA TEXT BOOK SOCIETY ®**

Phone: 080 – 26422238  
e-mail id : mdktbs.tender@gmail.com

6<sup>th</sup> Cross, Malleswaram  
Bengaluru – 560003

No: **A6/ KTBS/ADM/DTPM/1/2023/e-11239**

Dated: 21.03.2023

**TENDER NOTIFICATION**

(e- Procurement portal)

Tender is invited under Two Bid System on Government of Karnataka e-procurement platform from eligible firms having Infrastructure as stipulated in the Tender Document within the State of Karnataka, for providing pre-printing services such as Desk Top Publishing of text pages, Designing of Cover pages and other DTP related works for Text Books/books for about **650 titles** from classes 1 to 12 for a period of **one year** from the date of award of contract.

**e-Procurement portal address** : <https://eproc.karnataka.gov.in>

**Portal Help line** : **080-46010000, 080-22631200**

Tender Notification	Particulars of Service	Tender Value in INR	EMD in INR
<b>No:</b> A6/ KTBS/ADM/DTPM/1/ 2023/e-11239  <b>Dated:</b> 09.03.2023	For providing pre-printing services such as Desk Top Publishing of text pages, Designing of Cover pages. Which includes Creating new files, Corrections in existing files, resizing of existing files, layout changes in existing files of class 1 to 12 <sup>th</sup> Textbooks and other books.	<b>37,73,450/-</b>	<b>75,469/-</b>

The detailed tender document is available in the e-procurement portal and are also published **separately** for reference in the KTBS website [www.ktbs.kar.nic.in](http://www.ktbs.kar.nic.in).

The last date for submission of Tender is **28.03.2023 before 17.30 hrs.** The Technical bids will be opened online on **30.03.2023 at 10.00 hrs.** Online through e-procurement portal. No separate intimation in this regard will be given individually.

The financial bids of only those bidders who satisfy the technical qualifications will be opened on specified date mentioned in tender document.

**Managing Director  
Karnataka Text Book Society®.  
Bengaluru-560003**



Government of Karnataka

### **BID SCHEDULE**

For providing services of DTP of text pages and designing of cover pages of text books and other designing works in multi languages and in multi colour

**(Two Bid system)**

<b>Sl No</b>	<b>Particulars</b>	<b>Particulars</b>
1	Bid Reference	Notification No: A6/ KTBS/ADM /DTPM/ 1/2023/e-11239 <b>Dated:20.03.2023</b>
2	Online Availability of Bid Document	<b>21.03.2023</b>
3	Bidding document available on the site till	<b>28.03.2023</b> , 17.30 hrs
4	Pre-Bid meeting	<b>24.03.2023</b> , 11.00 hrs
4	<b>Last Date for submission of Bids</b>	<b>28.03.2023</b> , 17.30 hrs
5	Time and Date of opening : <b>Technical Bid</b> <b>Financial Bid</b>	<b>30.03.2023</b> , 10.00 hrs On or after <b>01.04.2023</b> , 10.00 hrs
6	Opening of Bids	Online through e-procurement portal
7	Address for Communication	The Managing Director, Karnataka Textbook Society® 6 <sup>th</sup> Cross, Malleshwaram, Bengaluru-560003 Email- <a href="mailto:mdktbs.tender@gmail.com">mdktbs.tender@gmail.com</a>

Bids will be opened online through e-procurement portal. No separate intimation in this regard will be given individually.

In the event of the date specified for bid opening being declared as a holiday for Karnataka Textbook Society, opening of bids will be on the following working day at the scheduled time.

**Managing Director**  
**Karnataka Text Book Society®**  
**Bengaluru**

## **Tender Document - Index**

<b>Sl No</b>	<b>Particulars</b>	<b>Page No</b>
1	Cover Page	1
2	Notification	2
3	Bid schedule	3
4	Index	4
5	Definitions of Tender	5-6
6	Section 1 Introduction	7-8
7	Section 2 Information to Bidder	9-17
8	Section 3 Qualification Criteria	18-21
9	Section 4 Conditions of Contract	22-30
10	Section 5 Schedule of Requirements	31-33
11	Appendix - 1 - Format for letter of proposal	34
12	Appendix - 2 - Format for Power of Attorney	35
13	Appendix - 3 - Details of Bidder	36
14	Appendix - 4 - Format for Anti-collusion certificate	37
15	Appendix - 5 - Format for Performance Security	38-39
16	Appendix - 6 - Undertaking as DTP Service Provider	40
17	Appendix - 7 - Format for Statement of Experience	41
18	Appendix - 8- Format for Annual turnover	42
19	Appendix - 9 - Format for Statutory Auditors Certificate	43
20	Appendix - 10- Format for Infrastructure Capability	44
21	Appendix - 11 -Declaration of work completion	45
22	Appendix - 12- Declaration by bidder	46
23	Appendix - 13-Contract Form	47-48
24	Appendix - 14-Minimum Billing	49
25	Appendix - 15- Technical Qualification documents	50-51

**Managing Director**  
**Karnataka Text Book Society®**  
**Bengaluru-560003**

## DEFINITIONS

Government	:	Government of Karnataka.
Tender	:	Tender for providing services of desk top publishing of text pages and designing of cover pages for text books, books and other designing works in multi languages.
Tender Document	:	Means the set of information's about the procurement procedure, schedule of requirement, specifications and related conditions involved bidding process from bid preparation till the payment to the agency.
Tender inviting authority	:	The Managing Director, Karnataka Text Book society®), Bengaluru, Karnataka.
Tender accepting authority	:	The commissioner for Public instructions, Bengaluru, Karnataka.
Tender scrutinizing and evaluating authority	:	An authority as constituted by tender accepting authority.
Tender appellate authority	:	The principle Secretary, Department of Education, Bengaluru, Karnataka.
Service Receiver	:	The Managing Director, Karnataka Text Book society, Bengaluru, Karnataka.
Office	:	Karnataka text book society, 6 <sup>th</sup> Cross, Malleshwarm, Bengaluru, Karnataka (KTBS)
Service Provider	:	The legal entity providing services of desk top publishing of text pages and designing of cover pages for text books, books and other designing works in multi languages.
The Contract	:	Agreement between service receiver and service provider.
The contract price	:	Price payable to the service provider.
Contract period	:	The period which the tender connotes.
LoO	:	Letter of offer; regarding the price offered by the service receiver to service provider.
LoA	:	Letter of acceptance; Acceptance submitted regarding

		price by the service provider to service receiver.
MoU	:	Memorandum of understanding between Service receiver and service provider about the execution of the project.
Work Order	:	Official order issued to the successful bidder to provide tendered services as per the conditions mentioned in tender document and work order.

## SECTION -1

### 1.1 Introduction

- 1.1.1 The Karnataka Textbook Society® herein after referred to as **'The Society'** is registered under the Societies Act 1960, functioning under the Department of Public Instruction, Government of Karnataka. The Society is wholly financed by the Government of Karnataka.
- 1.1.2 The objective of the Society is to provide quality Textbooks to Primary, Secondary and PUC students across the state of Karnataka in accordance with the rules. Apart from school text books KTBS publishes special books pertaining to the Classical Music, Dance, Instrumental and other Skill Oriented text books etc.,
- 1.1.3 This is a tender for Pre-Printing services such as providing the services of Desk Top Publishing of text pages designing of the cover pages and other works related to DTP of textbooks and other books for the academic year **2023-24** .
- 1.1.4 The Bids would be evaluated based on the evaluation criteria set out in this document. Prior to opening of the financial bids the Service Receiver himself or his authorized representative may inspect the premises of the bidder to ensure the infrastructure capability.
- 1.1.5 The Successful Bidder would then have to enter into an Agreement with The Managing Director, KTBS, and perform the obligations as stipulated in the document in respect of the Project. The Draft Agreement is part of this document.
- 1.1.6 The period of the contract shall be up to **31<sup>st</sup> July 2024** or till the finalization of the DTP tender for the next academic year whichever is earlier.
- 1.1.7 Upon satisfactory completion of the services payments will be made in accordance with the terms and conditions set out in this Document.

### 1.2 GENERAL INFORMATION TO BIDDERS

- 1.2.1 The legal entity eligible for participating in the tender shall be **'the Desk Top Publisher'** registered in the state of Karnataka and shall have **office in Bengaluru**.
- 1.2.2 The firm should be a registered firm with labour department under shops and commercial establishment act.

- 1.2.3 The Desk Top Publisher means an** entity with the prescribed eligibility who is engaged in the business of providing services of pre-printing such as having his/her own full-fledged designing and DTP systems with all the required **state-of-the-art** infrastructure facilities like hardware and software systems and capability to arrange the typesetting in regional languages and who has at least **1 year** experience in Designing and DTP works.
- 1.2.4** The bidder should possess Technical facilities of the National/International standards as required by KTBS.
- 1.2.5** Any Entity which has been barred by the Education Department, Government of Karnataka (GoK), any other State Governments(SG) or Government of India (GoI), or any of the agencies of GoK/SG/GoI would not be eligible to submit a Proposal. The Bidder shall execute an undertaking to this effect as per the format enclosed in **Appendix-4**.
- 1.2.6** Any Entity which has been declared as blacklisted by the KTBS would not be eligible to submit a proposal.



## SECTION - 2

### INFORMATION TO BIDDERS

#### 2.1 Scope of Work

DTP works for an initial period of **One year**, extendable on the basis of performance to a maximum of Six months on mutual acceptance without any revision of terms and conditions, including the price.

Subject to overall supervision and control by the **Karnataka Text Book Society®**, the services to be provided will include; Designing of a page and DTP in Kannada, English, Hindi, Marathi, Konkani(Kannada), Konkani (Devanagari), Malayalam, Telugu ,Tamil, Sanskrit, Arabic, Persian and Urdu and any other Indian Languages or other than Indian languages. Subjects like Mathematics, Science, Social Science and Physical education, Statistics, computer science etc., in 7 mediums as required and laying out the pages, finishing to the required layout and size as suitable for Web offset printing and website publishing.

KTBS is printing about 650 textbooks which might require fresh DTP/Corrections/Designing/Layout etc.,

Creating/Designing files and correction of files are in the size of 1/4<sup>th</sup> crown, A5, A4, Demy size. Layout and fonts are in multicolour as well as in single colour.

Creation/designing of files or corrections in existing files includes; DTP of running text, scanning and insertion of Pictures ,creation of Tables, algebraic, geometrical creations, insertion of graphs, maps etc., Service provider shall and shall work on Resizing the books, layout changes as per the KTBS needs.

After creating new files or made corrections in existing files, printouts shall be given to the KTBS or authorized officials by KTBS for verification and approvals.

Service provider shall design the layout of text pages including the Front, back and inner cover pages. Theme selection and finalization would be done by the KTBS officials.

In rendering the tendered services, the Service provider will be required to be responsible for the timely delivery of the print ready files as per the timeline prescribed by the KTBS.

Successful bidder shall undertake the DTP work on topmost priority and shall complete within the stipulated time mention in time schedule.

After completing the DTP activities, Service provider shall handover all the source files, and files in other formats as per the Service receivers request in external Hard disk to the service receiver or authorised person by the Service receiver.

Successful bidder is responsible to resolve all the problems raised while executing the work, at any stage within the contract validity period. He is responsible to extend his cooperation after handing over source files to the next successful bidder even after his contract validity expires.

## **2.2 Eligibility criteria**

The bidder should be a registered firm with labour department under shops and commercial establishment act.

The bidder shall have fully fledged DTP unit in the state of Karnataka to establish this Bidder shall produce; Proof to establish own infrastructure to carryout DTP work and shall have experienced/skilled operators to establish this shall produce a certificate of experience duly attested by Notary.

The bidder should have his/her own full-fledged designing and Desktop Publishing systems with all the required state of the art infrastructure facilities like hardware , licensed software's, systems and skilled manpower to quality typesetting in regional languages Viz., Kannada, English, Hindi, Marathi, Konkani(Kannada), Konkani (Devanagari), Malayalam, Telugu ,Tamil, Sanskrit, Arabic, Persian and Urdu and any other Indian Languages. Subjects like Mathematics, Science, Social Science and Physical education etc., in 7 mediums as required and laying out the pages, with the capability to do the work in latest software like Indesign, Coral, Photoshop etc. And shall have output mechanism i.e., printers to give printouts for verification and approvals by KTBS officials or an authorised personals by KTBS.

The bidder should have a dedicated team with sufficient employee strength including qualified and experienced designers for undertaking this project. The bidder should be able to ensure that the manpower in hand is capable of executing the work at a fast pace without compromising the quality.

The bidder should have at least **03 years** of experience in **DTP, Designing of Text Books/Books** in multi language. KTBS may have files in different software; Bidders shall have the skill of operating such files.

The bidder shall have made an average annual turnover of at least **50%** of the tendered value, in the previous 3 financial years i.e., **2019-20, 2020-21 and 2021-22**. Turnover of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the Income tax authority or the Commercial Tax authority. The bidder shall have positive Net worth in all the previous **3** financial years i.e., **2019-20, 2020-21 and 2021-22**.

To establish that the Bidder is capable of executing contracts of the scale of existing tender, should have executed a single contract with a billing of at least **30%** of the value of the tendered value during any one of the **FYs i.e., 2019-20, 2020-21 and 2021-22**

The bidder shall have main office in Bengaluru or at least a branch office in Bengaluru.

Any Bidder who has been barred or blacklisted by any of the Departments of Government of Karnataka (GOK) including Education Department would not be eligible to submit a Proposal. The Bidder shall execute an undertaking to this effect as per the format enclosed in **Appendix-4**

### **2.3 Description of bidding process**

The Society intends to follow a single stage, two Bid process for selection of the successful Bidder for the Project.

Each Bidder shall submit only one Proposal in response to this Tender document. Any Bidder, who submits or participates in more than one Proposal, shall be disqualified and shall also cause disqualification of all the proposals in which such Bidder has participated.

#### **2.3.1 Documents Constituting the Tender**

The tender prepared by the Bidder shall comprise the following components i.e. Technical Bid and Financial Bid. Both shall have to be submitted online in the formats available in the e-procurement portal.

#### **2.3.2 Technical Bid:-**

Technical Qualification Submissions shall consist of the documents as mentioned in **Appendix-15**. Non-Submission of any of the documents may lead to disqualification of the bids. Bidder should upload all the documents mentioned in **Appendix-15** in the e-procurement portal in the same manner file name as per checklist.

#### **2.3.3 Financial Bid:-**

##### **Price Proposal**

Price Proposal is required to be submitted online in the formats available in the **e-procurement portal**. No other documents will be uploaded in this regard. The bidders can quote their lowest quote item wise, it is compulsion on the bidder to quote for all the items. The quoted Price should be excluding GST. **GST will be paid at the time of Payment**. Bidder shall quote their unit price per page from serial number 1 to 22 and per title from serial number 23 to 25 in INR, if paise to the last 4 decimals. The rates quoted in the e-procurement portal only prevail. The rates quoted shall be firm during the contract period and shall not be varied for what so ever reasons.

Before quoting the price, bidder shall and shall have complete knowledge about the scope of work and related activities to perform with respect to execution of the job.

The rates quoted shall be firm during the contract period and shall not be varied for whatsoever reason. However any increase in the statutory levies will be

compensated by the service receiver and similarly any reduction shall be to the credit of the service receiver.

## **2.4 Preparation and submission of proposal**

### **2.4.1 Language**

The Bid and all related correspondence and documents should be written in English/Kannada language. Supporting documents and printed literature furnished by the Bidder with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English/Kannada language. Supporting materials, which are not translated into English/Kannada, will not be considered. For the purpose of interpretation and evaluation of the Proposal, The English language translation shall prevail.

### **2.4.2 Clarifications/amendments / addenda of tender document**

A prospective Bidder requiring any clarification of the tender documents may notify the Service Receiver in writing or by e-mail at the Service Receiver's mailing address indicated in the Invitation for Tenders. The Service Receiver will respond to any request for clarification of the tender documents which it receives in e-procurement portal no later than **03 days** prior to the deadline for submission of tenders prescribed by the Service Receiver. Service Receiver's response (including an explanation of the query but without identifying the source of inquiry) will be notified in the e-procurement portal.

At any time prior to the Proposal Due Date, the Service Receiver may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Tender Document by the issuance of Addenda, or corrigendum (or) both

Any Addendum or corrigendum (or) both thus issued will be hosted on the e-procurement website.

In order to provide the Bidders a reasonable time to examine the Addendum, (or) corrigendum (or) both for any other reason, KTBS may, at its own discretion, extend the Proposal Due Date.

### **2.4.3 Bid Security(EMD)**

2.4.3.1 Each Proposal should be accompanied by a Bid Security i.e. Earnest Money Deposit (**EMD**) as per **Section-5 or** elsewhere mentioned in this document. The Bid Security shall be kept valid for **at least 90 days**. In addition to the Proposal Validity Period and would need to be extended, if so required, for any extension in Proposal Validity Period.

2.4.3.2 EMD (Bid Security) and Tender processing fee should be paid through **e-payments, credit card, direct debit (internet banking) or NEFT (National Electronic Fund Transfer). Or in the form of e-bank guarantee.**

- 2.4.3.3 (a) The Bid Security shall be returned to the unsuccessful Bidders within a period of Four (4) weeks from the date of announcement of the Successful Bidder.
- (b) Every successful bidder shall submit a performance security of **5%** of Contract Value as mentioned in Letter of Offer.
- (c) The Bid Security (EMD) submitted by the Successful Bidder shall be refunded only after getting the confirmation of performance security from the concerned authorities.

**2.4.3.4 The Bid Security shall be forfeited in the following cases;**

- a) If the Bidder modifies or withdraws Proposal except as provided in Clause 2.4.8;
- b) If the Bidder withdraws Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period.
- c) If the Successful Bidder fails to provide the Performance Security within the stipulated time or the extended time thereof.
- d) If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
- e) On refusal to enter into contract after the award of contract.

**2.4.4 Proposal Validity**

Tenders shall remain valid for a period not less than ninety days (**90 days**) from the due date fixed for the submission of the bid. A tender valid for a shorter period shall be rejected by the Service Receiver as non-responsive.

**2.4.5 Extension of validity of proposal**

In exceptional circumstances, prior to expiry of the original time limit, the Service Receiver may request the Bidder to extend the period of validity for a specified additional period. The request and the Bidder responses shall be made in writing or by e-mail. A bidder may refuse the request without considering the declaration submitted by the bidder with respect to EMD. A Bidder agreeing to the request will not be required or permitted to modify his tender, but will be required to extend the validity of his Earnest Money Deposit for a period of the extension and in compliance.

**2.4.6 Method of submission of proposals**

The proposals shall be submitted online in the e-procurement portal in the provided formats only. Scanned copies of the same shall be uploaded where ever sought. The e-procurement portal itself will disqualify the improper and delayed Bids and KTBS shall assume no responsibility for any such eventualities.

**2.4.7 Proposal due date**

Proposals should be submitted only on-line and through the notified Government of Karnataka e-procurement platform before **17.30hrs** on the Proposal Due Date

mentioned in the Bidding Schedule in the manner and form as detailed in this Tender Document. Proposals submitted in any other mode shall not be acceptable. **KTBS** may, in exceptional circumstances, and for reasons to be recorded in writing, extend the Proposal Due Date, by issuing an Addendum uniformly for all Bidders.

#### **2.4.8 Modifications/substitution/withdrawal of proposals**

Any modification, Substitution, withdrawal of proposal can be made by the bidder only through the said e-procurement portal in the form and manner as provided within the last day and time specified for submitting the bid.

#### **2.5 Proposal opening**

**KTBS** would open the bids in online platform only, the Qualification, Submissions as per the schedule for the purpose of evaluation. Proposals for which an acceptable notice of withdrawal has been submitted will not be opened. However for technical reason if it opens it will not be considered. **KTBS** would subsequently examine and evaluate Proposals in accordance with the criteria set out in this Tender Document.

To assist in the examination, evaluation, and comparison of Proposals, **KTBS** may utilize the services of consultant(s) or advisor(s)

#### **2.6 Right to accept or reject any of the proposals**

**The Managing Director, Karnataka Textbook Society, Bengaluru** reserves all the rights to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected bidder or bidders of the grounds for the said action. Any Bid with incomplete information is liable for rejection. For each category of pre-qualification criteria, the documentary evidence is to be produced duly attested by the bidder, serially numbered and enclosed with the bids. If the documentary proof is not enclosed for any/all criteria the Bid is liable for rejection. If any information given by the bidder is found to be false / fictitious, the bidder will be debarred and will be recommended for blacklisting and in such a situation the Service Receiver i.e., **KTBS**, may,

- a) invite the next best Bidder to match the Proposal submitted by the best Bidder;

OR,

- b) take any such measure as may be deemed fit in its sole discretion including Annulment of the bidding process.

#### **2.7 Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person not officially concerned with the process. **KTBS** will treat all information submitted as part of Proposal in confidence and would require all those who have access to such material to treat the same in confidence. **KTBS** will not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

## **2.8 EVALUATION PROCESS**

### **2.8.1 Technical Evaluation:**

The evaluation of the Proposals would be carried out as follows:-

**“Test-of- responsiveness”** : This stage involves an evaluation based on Qualification Submissions. Proposals found to be substantially responsive would be selected for qualification evaluation.

Prior to evaluation of Proposals, **KTBS** will determine whether each Proposal is responsive to the requirements of the Tender Document. A Proposal shall be considered responsive if the Proposal:

- a) Is received/deemed to be received by the Proposal Due Date including any extension there of
- b) Is accompanied by the documents as mentioned under 2.3.1.

**The Service Receiver may waive any minor informality or non-conformity or irregularity in a Tender which does not constitute a material deviation.**

**KTBS** reserves all the rights to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by **KTBS** in respect of such Proposals.

**“Qualification submissions”**: In this Stage the information of the Bidders relating to their experience, financial and infrastructural capability would be evaluated. Bidders meeting the experience, financial & infrastructure capability criteria as set out in this Document shall be short-listed as **“Qualified Bidders”**.

The Qualification & Submissions of the Bidders would first be checked for responsiveness as per the list mention in this Document. All Proposals found to be substantially responsive shall be evaluated as per the Qualification Criteria set out in this document.

Bidders who meet the qualification criteria shall be short-listed (**“Qualified Bidders”**) for further evaluation.

The Price Bid of the Bidders who do not meet the Qualification Criteria shall not be opened.

The Qualification Submissions of the Qualified Bidders would be evaluated as per the Qualification Evaluation Criteria set out in this document. The Service Receiver either himself or through his representative may inspect the office premises of the bidder regarding the availability of the facilities as per qualification documents submitted.

### **2.8.2 Evaluation of price proposal:**

Price Proposal of only the **Technically Qualified Bidders** would be opened and evaluated to identify an **Eligible Bidder**. The successful price bidder shall be declared as the **“Eligible Bidder.”**

### 2.8.3 Evaluation parameters

The Price Bids of 'qualified bidders' alone will be evaluated on the basis of

- a. Price proposals
- b. The satisfactory completion of the Desk Top Publication Services provided for preparation and editing of textbooks within the time schedule as per any earlier contractual obligations handled.

### 2.8.4 Evaluation methodology

It is compulsion on the bidder to quote for all the items, the financial bid evaluation will be done on Item wise. For considering L1 Overall value will be considered. The bidder with the lowest price shall be ranked L1 and other proposals ranked in ascending order.

In case the Price Bid of any Bidder does not comply with the aforesaid condition, KTBS may, at its own discretion, reject such Proposal as non responsive.

In the event that two or more Bidders have been ranked L1, **KTBS** may;

- a. Consider Technical evaluation including Capacity Evaluation.

**OR**

- b. Invite fresh Price Bids from such Bidders within time schedule as notified by Service Receiver, **OR**

- c. Take any such measure as may be deemed fit in its discretion.

If any of the items are left unquoted, then KTBS may,

- a. Invite fresh Price Bids from qualified Bidders within time schedule as notified by Service Receiver,

**OR**

- b. Invite fresh tender or take any such measure as may be deemed fit in its discretion.

To facilitate technical evaluation of Proposals, **KTBS** may, at its discretion, seek clarifications in writing from any Bidder regarding its Proposal.

**KTBS** may either choose to accept the Proposal of an **Eligible Bidder** or invite him for negotiations. Upon acceptance of the Proposal of the **Eligible Bidder** with or without negotiations, **KTBS** shall declare the **Eligible Bidder** as the **Successful Bidder**.

**KTBS** will notify the Successful Bidder through e-procurement platform or by facsimile or e-mail and by a Letter of Offer (LoO) that his Proposal has been



accepted. After accepting the offer sent by KTBS, within **seven days** from the issue of LoO, the **successful Bidder** and **KTBS** shall proceed with finalizing the agreement

## **2.9 Submission of acceptance letter and execution of agreement**

Within **07** days of issue of LOA, the successful bidder shall accept the LOA and return the same to KTBS, The successful bidder shall furnish a security deposit of **5%** of tendered value mentioned in the LOA and will sign the agreement and deliver it to the Service Receiver, **within 07 days** of the issue of LoO or within such further time as **KTBS** may agree to at its discretion.

If the Successful Bidder wants to authorize any person on behalf of him to sign the agreement, he shall submit power of attorney to **KTBS**.

## **2.10 Performance security**

The successful Bidder shall furnish Performance Security in the form of an **Irrevocable Bank Guarantee** issued by a nationalized bank or a Public Sector Bank in India or an Accepted Scheduled Bank in favour of “The Managing Director, Karnataka Text Book Society®, Bengaluru”

or

**Fixed Deposit Receipt** pledged to “The Managing Director, Karnataka Text Book Society, Bengaluru”,

or

**Demand Draft** wherein “The Managing Director, Karnataka Text Book Society, Bengaluru”, will be the beneficiary, for a sum equivalent to **5%** of the Contract value **plus additional security for unbalanced tenders in accordance with Clause 25.5 of ITT and Clause-43 of the conditions of contract of standard document designed by government of Karnataka for this tender value**, separately for all the packages which may be allotted to the successful bidder **within 07 working days** from issue of Letter of Offer (LoO) . The printer should submit the Letter of Acceptance (LoA) along with the performance security which shall be valid till **31<sup>st</sup> August 2024**.

## SECTION -3

### QUALIFICATION CRITERIA

#### 3.1 EVALUATION PARAMETERS

The Bidder's competence and capability is proposed to be established by the following parameters based on the documents provided by the bidder.

##### 3.1.1. General, Statutory and Financial Qualification parameters

Sl No.	Qualification Criteria	Document to be Uploaded
1	The bidder shall have a legally registered organization and its Constitution should be clearly defined.	<ul style="list-style-type: none"><li>• A legal entity incorporated as Private/Public Limited Company shall submit Certificate of Incorporation, Memorandum and Articles of Association.</li><li>• A Partnership Firm shall submit Partnership Deed.</li><li>• A ownership organisation shall provide Proof of Ownership.</li></ul>
2	GST registration as statutory requirement	The bidder shall possess a valid GST registration as statutory requirement
3	The bidder is required to be in DTP business at the time of submission of the tender	Latest GST returns filed.
4	The Bidder is required to fulfil the Annual Average Turnover of at least <b>50%</b> of the awarded contract value and also it is required that the bidder should have filed the GST returns as per law at least for the immediate 3 preceding financial years	Annual GST returns filed for the financial years i.e. <b>2019-20,2020-21 and 2021-22</b>
5	The bidder should have a permanent Account number (PAN) in the Income Tax Department which is a statutory requirement	PAN certificate.
6	The bidder is required to have filed the IT returns as per law at least for the preceding three assessment years.	Acknowledgement of IT returns filed for the preceding three assessment years i.e. <b>2019-20,2020-21 and 2021-22</b>

7	Registration certificate from competent authority	Registration Certificate with labour department under shops and commercial establishment act which is valid and renewed up to date.  (If this certificate is in any language other than English then it has to be translated in to English/Kannada and to be uploaded)
8	Proof of Ownership of the machines owned, as per “Infrastructure capability requirement”.	Invoice of the purchase of the machinery or declaration by the bidder uploaded in Sln-10 of clause 2.3.1.
9	The bidder is required to have his own office Building either by ownership or on lease	Shall produce latest tax paid receipt if the facility is owned or lease agreement if it is taken on lease basis. The lease agreement shall be valid at least up to the contract validity period. The details of the available area should be mentioned in the document.
10	The bidder is expected to possess the infrastructure sufficient to execute the contract. The requirement of machinery as mentioned in tender document	<b>Appendix-10</b> duly filled up.
11	It is essential for the service receiver to know the Address, Phone nos., e-mail id of the contact person to interact during the tender evaluation and after award of the contract depending on the situation.	<b>Appendix- 3</b> , “Details of Bidder”.
12	EMD Declaration	Declaration in bidders letterhead, about having paid the EMD
13	It is essential for the service receiver to know the rate of GST included in the Price quoted to accommodate the tender in case of any changes in the rates of GST or if there is any change in the Govt., Policy	Declaration about the rate of GST included in the rate quoted in the bidders Letter head.  As per <b>Appendix- 12</b>

14	<p>The main business of the Bidder in the immediately preceding 3 years should be as a “Desk top Publisher” having their infrastructure in the state of Karnataka</p>	<p><b>Appendix – 6</b> “Undertaking of being a Desktop Publisher”,</p> <p><b>Appendix – 7</b> Format for statement of experience- to be declared by the bidder himself.</p> <p><b>Appendix - 9</b> statutory auditor’s certificate for project experience of Desktop Publishing of Books/textbooks/Journal/Magazines/Periodicals.</p>
15	<p>The bidder shall have made an average annual turnover of at least <b>50%</b> of the awarded value, in the previous 3 financial years i.e., <b>2019-20, 2020-21 and 2021-22</b>. Turnover of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the Income tax authority or the Commercial Tax authority.</p> <p>The bidder shall have positive Net worth in all the previous 3 financial years i.e., <b>2019-20, 2020-21 and 2021-22</b></p>	<p><b>Appendix – 8</b></p>
16	<p>To establish that the bidder is capable of executing contracts of the scale of existing tender, should have executed a single contract with a billing of at least <b>30%</b> of the value of the awarded value during any one of the FYs i.e., <b>2019-20,2020-21 and 2021-22</b>.</p>	<p>Invoice/invoices and the relevant single purchase order of the highest single award executed in the previous three FYs i.e., <b>2019-20, 2020-21 and 2021-22</b>.The information shall be provided as per the format given in <b>Appendix - 14</b></p>

## INFRASTRUCTURE CAPABILITY REQUIREMENTS

Sl no	Category and the Description of the machinery prescribed	Quantity
<b>Software</b>		
1	latest version of licensed Software - MS Office, PageMaker, CorelDraw, Indesign, Photoshop, WinZip, Akshara, Saran's, etc., and all sort of latest Indian regional languages and designing software/fonts.	Number of users license as per the workload and time schedule.
<b>Machinery</b>		
1	Desk Top / Lap Top Computers and the above mentioned required software are properly installed in each of the systems	Minimum 7
2	Colour Printer and Single Colour Printers with a minimum speed of 60 PPM for B/W and 50 PPM for Multi-Colour.	Minimum Two units in each multi-colour and single colour
<b>Manpower:</b> <ul style="list-style-type: none"> <li>➤ The bidder shall have skilled manpower who are trained in required soft skill in all the Indian and other than Indian languages.</li> <li>➤ The bidder shall have the back-up of skilled manpower in such a way that in case of any DTP operator is unable to attend or being absent during the period of providing service the firm should be able to provide immediate alternative arrangement by substituting with another manpower.</li> <li>➤ The back-up plan should be available for all the tasks.</li> </ul>		

### **Note:**

The Specifications mentioned above are at minimum configurations expected, but Superior Machinery or equivalent software in the similar class are also acceptable. However, decision of the Service Receiver in this regard shall be final and binding.

The Bidder should provide information regarding the above based on audited annual accounts for the respective financial years. The financial year would be the same as the one normally followed by the Bidder for its Annual Report. The Proposal must be accompanied by the audited annual financial statements of the bidder for the last three (3) completed financial years.

Turnover and net worth of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the tax authority.

On each of these parameters, the Bidder would be required to meet the evaluation criteria as detailed in this Section.

However, **Appendix-1**(Bid validity), **Appendix-2**(Power of attorney), **Appendix-4**(Anti collusion), **Appendix-5**(Bank guarantee), **Appendix-11**(Work completion), **Appendix-13**(Contract form) are not mentioned in 3.1.1 but these are verified for test of responsiveness.

## **SECTION -4**

### **Conditions of Contract**

#### **4.1 Standards**

The DTP service being provided under this contract shall conform to the standards mentioned in the Terms of Reference and where no applicable standard is mentioned, the authoritative standard appropriate to the School Text Books will apply.

#### **4.2 Performance Security**

Within **7** days of issue of the LoO, the Service Provider shall furnish performance security, along with LoA. The performance security should be valid covering a period of up to **August 31<sup>st</sup> 2024** and enter into an MOU with KTBS as per the contract form specified in this tender document.

The proceeds of the performance security shall be payable to the Service Receiver as compensation for any loss resulting from the Service Provider's failure to complete any one of its obligations under the Contract.

The Performance Security will be discharged by the Service receiver and returned to the Service provider after the completion of Contract Validity or finalization of the next academic year DTP tender whichever is earlier, subject to the fulfilment of all performance obligations under the contract.

Additional performance security for unbalanced tender shall be valid until a date 30 days from the date of issue of certificate of work completion subject to the fulfilment of all performance obligation under the contract.

In the event of any contract amendment, the Service Provider shall, within 20 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract.

Failure to submit the performance bank guarantee for the period specified above will constitute sufficient ground for cancellation of the contract and forfeiture of the bid security.

Performance security will be forfeited in the event of failure to execute the contractual obligation.

#### **4.3 Change orders**

The Service Receiver may at any time by written order given to the Service Provider make changes within the general scope of the contract in any one or more of the following:

- a.** The software that has to be incorporated while providing the services.

- b. The schedule of service that has to be provided.
- c. The nature in which the Source File that has to be submitted.
- d. Change of colour such as single colour to Multi colour or vice-versa.
- e. Incorporation of new kinds of Designing work.

#### 4.4 Contract amendments

Subject to Change of order clause, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

Anything may contain in the conditions of tender, the Service Receiver reserves the right to alter, add or delete any clause of the tender document or the contractual agreement, and the same will be binding on the part of the service provider.

#### 4.5 Time schedule

##### 1. For the creation of new textbook/file

Sl.No	Work description	Timeline
1	Manuscript	
2	1st proof	15 Days
3	2nd proof	7 Days
4	3 <sup>rd</sup> Proof	6 Days
5	4 <sup>th</sup> Proof	5 Days
6	printable output	1 Day

Overall **34 days** from the receipt of manuscript to handing over printable output i.e., CD/DVD.

**Note:** In Emergency situation, Service provider shall respond to the service receiver without claiming the schedule.

- 2. **For corrections in existing textbooks/files:** As per the timetable fixed by the KTBS as and when required.
- 3. **Resizing/redesigning of lay out:** Time will be fixed by KTBS, depending on the quantity of work.

**Note:**

- 1. The service provider has to maintain the source file in a chronological order of proof editing, so that the editing of proof will be done only on the latest version, and it will be easier to hand-over the final version of source file to the service receiver.
- 2. From **2<sup>nd</sup> proof** onwards, the service provider has to submit all the error free proof in chronological order only.

3. If the service provider fails to maintain the chronological order of proof editing, it will be treated as delayed time schedule, and a Liquidity Damage will be imposed.
4. The Service Provider should adhere to the time schedule specified in the contract as it is a time bound process. Otherwise Service Receiver reserves the right to terminate the contract, at any time without assigning any reasons and the Service Provider cannot claim any compensation in this respect.
5. KTBS may require additional proofs in exceptional circumstances, such as new text book preparation and translated version of new books etc., in such cases the service provider should provide the additional proofs over and above the total no of proofs fixed. In such cases the final time schedule will be re-scheduled accordingly. The applicable time schedule for re-scheduling is 6<sup>th</sup> proof time schedule and the extra charges will be paid for the printouts given in this regard.
6. The service provider has to provide the entire book for proof reading as and when the service receiver demands. Extra printout cost will be paid based on program officer report.
7. In case of corrections, Hard copies of only corrected pages will be given but soft copy would be provided for verification. In case any mismatches/errors found in other than the corrected pages, it is binding on the Service provider to rectify those errors at his own risk. No payment will be made in this regard. Payment will be made for corrections recommended by authorized officials only.
8. If the manuscript is submitted part by part time will be calculated accordingly.

#### **4.6 Penalty for the delay, liquidated damages**

##### **4.6.1 Penalty for the Delayed submissions:**

If the service provider does not execute the work as per the time schedule, penalty will be imposed at the rate of 2% per week for the first 2 weeks, 5% per week for the next 2 weeks and 8% per week thereafter for the delivered price of the delayed goods or unperformed services until completion of submissions, **if the service receiver decides to accept the service**. In any event the penalty will be limited up to a maximum deduction of **10% of the Contract Price**. However the service receiver reserves the right to cancel the contract at any time after completion of the scheduled time period, after duly assessing the situation. This will not deprive the service receiver from initiating action as per tender clause

For imposition of penalty etc. Part of the week will be considered as one week.

##### **4.6.2 Liquidated damages for the Delay in service :**

If the Service provider fails perform the Services within the period(s) specified in the tender/Contract, the Service receiver shall, without prejudice to its other remedies under the Contract may claim liquidated damages, after assessment of the same.



The service provider has to submit the latest chronological version of source file only to the service receiver. He has to make sure that the source file that is being handed over to service receiver contains only the chronologically latest proof edited version. If in any case it is found that the source file finally submitted contains the non-chronological proof version, in such case the agency should immediately replace the CD within no time.

#### **4.6.3 Returning of Manuscripts and Pre-DTP materials:**

The bidder should safely return all the Manuscripts and proofs in good condition and the final source file is submitted to the concerned officer before submission of bill in external hard disk. The bills will not be processed until the acknowledgement is produced for returning the pre-DTP materials and the final source file. The bill will be forfeited if the original pre-DTP materials and final **source file** are not returned even after **30** days of submitting the bill.

#### **4.7 Copyright**

The Managing Director, Karnataka Text Book Society<sup>(R)</sup> is the copyright holder and the publisher to all the titles prepared under this tender. Manuscripts/proofs and Soft copies of all the textbooks created/updated shall be submitted to the service receiver only. However, the service receiver indemnifies the service provider against all third party claims of infringement of copyright trademark arising from use in the created/updated soft copies.

The service provider shall not insert the name and address of his firm/office/organization in any part of the softcopies.

#### **4.8 Termination for default**

The Service Receiver may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or part:

- a) if the Service Provider fails to deliver any or all services for each titles of School Text Books within the period(s) specified in the Contract, or within any extension thereof granted by the Service Receiver, or,
- b) if the Service Provider fails to perform any other obligation(s) under the Contract, or,
- c) if the Service Provider, in the judgment of the Service Receiver, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

#### **For the purpose of this Clause:**

**“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

**“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Service Receiver, and includes collusive practice among Bidders (prior to or after bid

submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Service Receiver of the benefits of free and open competition.

In the event the Service Receiver terminates the Contract in whole or in part, Termination for convenience the Service Receiver may procure, upon such terms and in such manner as it deems appropriate, School Text Books similar to those subserved, and the Service Provider shall be liable to the Service Receiver for any excess costs for such similar service for each type of work with respect to Textbooks/books. However, the Service Provider shall continue the performance of the Contract to the extent not terminated.

#### **4.9 Force majeure**

Notwithstanding the provisions of Delays in the service, penalties for liquidated damage caused for service provider because of delayed services and termination of defaults, the Service Provider 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 the purposes of this Clause, "**Force Majeure**" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Service Receiver either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, pandemics, quarantine restrictions, Strikes and freight embargoes, sudden machine breakdown, corruption of file and any such situations

If a **Force Majeure** situation arises, the Service Provider shall promptly notify the Service Receiver in writing of such conditions and the cause thereof. Unless otherwise directed by the Service Receiver in writing, the Service Provider 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.

#### **4.10 Termination for insolvency**

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

#### **4.11 Termination for convenience**

The Service Receiver, by written notice sent to the Service Provider, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Service Receiver's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

The services of School Text Books which are completed for submitting the source file should submit the concerned source file within **7** days after the Service Provider's receipt notice of termination shall be accepted by the Service Receiver at the Contract terms and prices. For the remaining School Text Books, the Service Receiver may elect;

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Service Provider an agreed amount for partially completed School Text Books and for materials previously procured by the Service Provider.

#### **4.12 Resolution of disputes**

The Service Receiver 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** the parties fail to resolve their dispute or difference by such consultations, then either the Service Receiver or the Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after providing DTP services for the School Text Books under the contract.

In case of Dispute or difference arising between the Service Receiver and Service Provider relating to any matter arising out of or connected with this agreement, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996, by a Sole Arbitrator. The Sole Arbitrator shall be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Council of Arbitration/President of the Institution of Engineers (India)/The International Centre for Alternative Dispute Resolution (India). A certified copy of the appointment Order shall be supplied to each of the Parties.

Arbitration proceedings shall be held at Bengaluru, Karnataka, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

The decision of arbitrators shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be as determined by the Arbitrator and paid equally by the parties to the arbitration. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings shall be borne by each party themselves

Notwithstanding to any reference to arbitration herein;

- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree, and,
- (b) The Service Receiver shall pay the Service Provider any money due to the Service Provider.

#### **4.13 Limitation of liability**

Except in case of criminal negligence or wilful misconduct, and in the case of infringement pursuant to copyright issues

- (a) The Service Provider shall not be liable to the Service Receiver, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Service Provider to pay liquidated damage to the Service Receiver; and this exclusion shall not apply to any obligation of the Service Provider to pay liquidated damages to the Service Receiver; and,
- (b) The aggregate liability of the Service Provider to the Service Receiver, whether under the contract, in tort or otherwise, shall not exceed the total contract price.

#### **4.14 Applicable law and governing language**

The contract shall be written in English language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in English or Kannada language. as per the service receiver convenience. The Contract shall be interpreted in accordance with the laws of the State of Karnataka. And any disputes shall only be addressed at the jurisdictional courts located in Bengaluru.

#### **4.15 Notices**

Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by facsimile or email and confirmed in writing to the other Party's address specified in Tender document.

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

#### **4.16 Taxes and duties**

Service Providers shall be entirely responsible for all taxes, duties, license fees etc., incurred until delivery of DTP services as per the contract and the rate quoted in the e procurement portal shall include all the above costs.

#### **4.17 Implementation of the contract**

As soon as work order is received, the Service Provider should start the contractual obligation;

If the service provider wish to provide his services at the service receiver premises, he can do so at his own cost with the prior approval of the service receiver. **or**

If the service receiver expects the service provider to provide his services at his premises the service provider should be able to provide the services at the premises of the service receiver.

In both the cases Service provider shall bare entire investment from transportation till installation. Work has to be executed as per the time line fixed by the service receiver. The Service Receiver may at his discretion extend the above time schedule if he desires so. However, Service Provider cannot claim this as matter of right. **The successful bidders should give their acceptance to maintain the time schedule in the agreement.**

#### **4.18 Assigning of tender in whole or part**

The Service Provider shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No subcontracting to any persons or body corporate for the execution of the contract or any other part thereof is done, without the prior written consent of the Managing Director, Karnataka Textbook Society®.

#### **4.19 General points to be observed**

The Commissioner for Public Instructions and chairman of Executive committee the Karnataka Textbook Society(R) and being an accepting authority reserves the right to allot the work other than those indicated by the bidder in the bid and the bidder shall be bound by the decision of the Commissioner for Public Instruction.

The Commissioner for Public Instruction and chairman of Executive committee the Karnataka Textbook Society(R) and being an accepting authority, reserves the right to award the contract to more than one bidder and fix the work to different bidders based on the financial, technical and service capability of the bidder.

The total quantum of work and items to be prepared are subject to variation during the course of Contract period.

#### **4.20 Barring of selling information/data/content in the market**

The Service Provider shall execute an undertaking that he shall supply any part or whole part of the digital information only to the Service Receiver and he is not permitted to sell or re-produce any part or whole part of the service in open market either soft copy or any other format such as either in audio, visual format etc. Failing to adhere to this clause shall lead to violation of copy right act and legal action against the Service Provider will be initiated, and also he shall be liable for blacklisting.

The Service Provider shall execute an undertaking that he shall return/submit any part or whole part of the “Un-used data/contents” only to the Service Receiver and he is not permitted to sell or re-produce any part or whole part of the “Un-used data/contents” in open market either in soft copy, hard copy format (or) any other format such as either in audio, video format etc. Failing to adhere to this clause shall lead to violation of copy right act and legal action against the Service Provider will be initiated and also he shall be liable for blacklisting.

#### **4.21 Limitations for Bidders**

The Service Provider shall not;

- a. Publish or sell or encourage any guides / workbooks/key books (Questions and Answers) for any text book brought out by the Karnataka Text Book Society®.
- b. Insert any advertisement on any text books in any form.
- c. Employ child labour while performing the DTP work of text books.

#### **4.22 Payment**

The payment to the Service Provider shall be made after verifying the documents, the bills may be submitted only after the completion of work in each titles ,no part payment will be made for a title.

The Service Provider should submit the bill within 60 days from the date of receiving the acknowledgement in the form of DC for completing the service for that particular title. Failing which the Service Receiver may forfeit the bill and once the decision is taken in this regard the Service Provider will not have any claim on such payments.

Bills shall be submitted Title wise or Officer wise with necessary declarations. Bills with GST, should be accompanied with DC which is duly certified by the concerned officer authorized by KTBS; DC shall have declaration about the receipt of proofs/extra proofs/source file as well as PDF , whichever is applicable to that nature of work and tasks connected to the work.

The payments will be made within the 30 working days after submitting the Bill to KTBS.

## Section – 5

### Schedule of Requirement

**EMD Amount : 75,631/-**

Sl.No	Items	Colour	Language/ Medium	Size	Approximate Pages	estimated rate per page Rs	Estimated Value
1	Full page DTP text with pictures/ Drawings	Single/ Multi colour	Kannada ,English	1/4th Crown <b>AND</b> A4 size	5000	100	500000
2	Full page DTP text with pictures/ Drawings	Single/ Multi colour	Hindi,Sanskrit, Marathi,Devanagari ,Telugu,tamil		4000	120	480000
3	Full page DTP text with pictures/ Drawings	Single/ Multi colour	Urdu,Arabic, Persian		1000	210	210000
4	Full page DTP text with pictures/ Drawings	Single/ Multi colour	other than Indian languages		200	275	55000
5	Full page DTP- <b>Mathematics</b> with pictures/Drawings	Single/ Multi colour	Kannada ,English		6000	160	960000
6	Full page DTP- <b>Mathematics</b> with pictures/Drawings	Single/ Multi colour	Hindi,,Marathi, Telugu,tamil		4000	160	640000
7	Full page DTP- <b>Mathematics</b> with pictures/Drawings	Single/ Multi colour	Urdu		1500	230	345000
8	Corrections in Text pages and cover page	Both single and multicolour			5000	15	75000
9	Realignment				1000	10	10000
10	Printout	Single			5000	0.3	1500
11	Printout	Multi colour			5000	4	20000

12	Full page DTP text with pictures /Drawings	Single/ Multi colour	Kannada ,English	A5 size	1000	75	75000
13	Full page DTP text with pictures/Drawings	Single/ Multi colour	Hindi,Sanskrit, Marathi,Devanagari, Telugu,tamil	A5 size	1000	85	85000
14	Full page DTP text with pictures/Drawings	Single/ Multi colour	Urdu,Arabic,Persian	A5 size	1000	125	125000
15	Full page DTP text with pictures/Drawings	Single/ Multi colour	other than Indian languages	A5 size	250	195	48750
16	Corrections in text pages and cover pages			A5 size	500	20	10,000
17	Realignment			A5 size	50	10	500
18	Printout	Single		A5 size	1000	0.30	300
19	Printout	Multi colour		A5 size	1000	3	3000
20	CD/DVD (Quantity=2500)				4000	8	32000
21	External Hard disk (Quantity=01)	2 TB			1	5000	5000
22	Insertion of QR code	Single & multicolour		A4/ 1/4 <sup>th</sup> crown /A5	100	5	500
<b>Total</b>					<b>47,601</b>	<b>6,811</b>	<b>36,81,550</b>

Sl. No	Item	colour	Size	Approximate titles	estimated rate per title	Estimated Value
23	Designing of Cover page	Multi colour	A5 size	10	340	3400
24	Designing of Cover pages	Multi colour	A4 and 1/4 <sup>th</sup> crown	100	630	63000
25	cover pages content translation	Multi colour	A5/A4 and 1/4 <sup>th</sup> crown	300	85	25500
<b>Total</b>				<b>410</b>	<b>1055</b>	<b>91900</b>

**Note:**

1. **Full page DTP: Sl.No-1to 7 & 10 to 15** - Bidders are requested to quote their price per page which includes DTP + 6 printouts in single colour (**single colour titles** : 6 copies of single colour printouts ,**multicolour titles** : 5 copies of single colour printouts and 1 copy of colour printout).



2. **Corrections : Sl.No – 8, 16** - Bidders are requested to quote their price per page which includes DTP and 2 single colour printouts.
3. **Realignment : Sl.No – 9, 17** - Bidders are requested to quote their price per page which includes realignment and 3 single colour printouts.
4. **Cover page Design : Sl.No – 23 ,24** - Bidders are requested to quote their price per title which includes designing and 1 colour printout and 2 single colour printouts.( This is single activity, unit rate for designing of cover page which includes all the 4 pages)
5. **Content translation in cover page –Sl.No-25** Bidders are requested to quote price per title for the translation of content on created cover page.
6. **Insertion of QR code-Sl.No-22-** Bidders are requested to quote price per page which includes insertion of QR code and 2 single colour printouts.

## APPENDIX - 1

### Format for Letter of Proposal (On the Letter head of the Bidder)

**Date**

**To,**

The Managing Director,  
Karnataka Textbook Society®,  
6<sup>th</sup> Cross, Malleswaram,  
Bengaluru - 560 003.

**Sir,**

**Re :** Execution of providing the services as prescribed in the tender document of Text Books and any other Books published by KTBS.

Being duly authorized to represent and act on behalf of .....  
(here in after referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided, the undersigned hereby submits the Proposal for the project referred above.

We confirm that our Proposal is valid for a period of **90 days** from .....  
(Proposal Due Date)

Yours faithfully,

(Signature of the Authorized Signatory of Bidder)

(Name and designation of the Authorized Signatory of Bidder.)

## APPENDIX – 2

Format for Power of Attorney for Signing of Proposal  
(On e-stamp paper of appropriate value)

### POWER OF ATTORNEY

Know all men by these presents, we ..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. .... (name and residential address) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the project envisaging providing the services of Desk Top Publishing, Designing and Art work along with insertion of QR code for School Text Books or any work stipulated in the tender document or any such similar work in twelve languages and more such as Kannada, English, Hindi, Urdu, Tamil, Telugu, Marathi, Sanskrit, Konkani(Kannada & Devanagari), Tulu, Arabic & Persian languages for 1st to 10th Standard, Music Text Books, NSQF Text Books and any other Books published by KTBS which are going to be distributed in Government / aided Schools under Karnataka Textbook society(R) in Karnataka for the **academic year 2023-24**, including signing and submission of all documents and providing information / responses to KTBS, representing us in all matters before KTBS, and generally dealing with KTBS in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall be deemed to have been done by us.

For  
(Signature)  
(Name, Title and Address)

Accepted  
(Signature)  
(Name, Title and Address of the Attorney)

#### Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same be affixed under common seal in accordance with the required procedure. The Power of Attorney should be on a stamp paper of appropriate value.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

## **APPENDIX - 3**

### **Details of Bidder**

1. Name of the Organisation :
2. Constitution of the Organisation :  
(Proprietorship, Partnership, Private Limited Company etc.,) :
3. Address of the office(s) :
4. Address of Place of production :
5. Date of incorporation and/or commencement of business :
6. GST Registration No :
7. PAN Number :
8. Brief description of the Legal Entity including details of its main lines of business.
9. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:
  - a. Name :
  - b. Designation :
  - c. Legal Entity :
  - d. Address :
  - e. Telephone Number :
  - f. Fax Number :
  - g. Mobile Number :
  - h. E-Mail Address :
10. Details of individual (s) who will serve as the point of contact / communication with The Karnataka Textbook Society® :
  - a. Name :
  - b. Designation :
  - c. Legal Entity :
  - d. Address :
  - e. Telephone Number:
  - f. Fax Number :
  - g. Mobile Number :
  - h. E-Mail Address :

## **APPENDIX - 4**

### **Format for Anti-Collusion & Eligibility Certificate** (On the Letterhead of the Bidder)

We hereby certify and confirm that in the preparation and submission of our Proposal for providing the services of Desk Top Publishing for preparation and editing of school textbooks by Karnataka Text Book Society®, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Proposal.

We further confirm that we have not been barred by Education Department, Government of Karnataka/any other State Governments in India/any agencies of GOK, and thereby have not been proven ineligible to bid.

Dated this ..... Day of ....., 2023

.....  
(Name of the Bidder)

-----  
(Signature of the Authorized Person)

-----  
(Name and designation of the Authorized Person)

## APPENDIX - 5

### Format for Performance Security

(To be issued by a Nationalized / Scheduled Bank in India)

To be executed on value of Rs. 200/- e-stamp only

B.G. No. .... dated .....This Deed of Guarantee executed at ..... by ..... (Name of Bank) having its Head/Registered office at ..... (herein after referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns;

In favor of, The Managing Director, The Karnataka Textbook Society(R), (hereinafter referred to as “The Karnataka Textbook Society(R)”) having its office at **6<sup>th</sup> Cross, Malleswaram, Bengaluru - 560 003**, Karnataka State, India, which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns;

#### WHEREAS

M/s. .... a Legal Entity having its registered office at ..... (hereinafter called “the Bidder”) which expression shall unless it be repugnant to the subject or context thereof include its / their executors administrators, successors and assigns, intends to bid for providing services of Desk Top Publishing in preparation and editing of school text books by Karnataka Text Book Society®.

In terms of the Tender Document dated .....issued in respect of the Project, the Bidder is required to furnish to The Karnataka Text book Society(R) an unconditional and irrevocable Bank Guarantee for an amount of Rs., ..... (Rupees ..... only) as Performance Security for the Package Number.....

The Guarantor has at the request of the Bidder and for valid consideration agreed to provide such Bank Guarantee being these presents:

#### NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS:

- A. The Guarantor, as primary obligor shall, without demur, pay to The Karnataka Text book Society®, Bengaluru an amount not exceeding Rs.....(Rupees.....only), within **5 days** of receipt of a written demand from The Karnataka Text book Society® calling upon the Guarantor to pay the said amount.
- B. Any such demand made on the Guarantor by The Karnataka Text book Society(R) Bengaluru shall be conclusive and absolute as regards the forfeiture of

Bid security and the amount due and payable by the Guarantor under this Guarantee.

- C. The above payment shall be made without any reference to the Bidder or any other person and irrespective of whether the claim of The Karnataka Text book Society(R) Bengaluru is disputed by the Bidder or not.
- D. This Guarantee shall be irrevocable and remain in full force up to **31st August 2024** or for such extended period as may be mutually agreed between The Karnataka Text book Society(R), Bengaluru and the bidder and shall continue to be enforceable till all amounts under this Guarantee are paid.
- E. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder/the Guarantor or any absorption, merger or amalgamation of the Bidder/the Guarantor with any other person.
- F. In order to give full effect to this Guarantee, The Karnataka Text book Society®, Bengaluru, shall be entitled to treat the Guarantor as Principal debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Tender document or other documents or by extension of time of performance of any obligations granted to the Bidder or postponement /non exercise/delayed exercise of any of its rights by The Karnataka Text book Society(R), Bengaluru to the Bidder and the Guarantor shall not be relieved from the its obligation under this Bank Guarantee on account of any such variation, extension, postponement, delayed exercise or omission on the part of The Karnataka Text book Society(R) to the bidder to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving the Guarantor.
- G. The Guarantor has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under.....
- H. The Guarantor is obliged to liquidate the bank guarantee and remit the same to the guarantee's bank account immediately with a written communication from the guarantee even on the e-mail communication.

**Note :-** Bank contact such as contact person, contact number and banks official e-mail ID should be provided.

In witness thereof the Guarantor has set its hands hereunto on the day, month and year first herein above written.

Signed and delivered by..... bank

By the hand of Mr/Mrs.....

Its ..... and authorized official.

## **APPENDIX - 6**

(Format for undertaking of being a DTP Service Provider)

Date

**To,**

The Managing Director,  
Karnataka Textbook Society®,  
6<sup>th</sup> Cross, Malleswaram,  
Bengaluru - 560 003.

Sir,

We confirm that we have been in the business of Desk Top Publishing since the year -----.

Yours faithfully,

(Authorized Signatory)



## APPENDIX - 7

### FORMAT FOR STATEMENT OF EXPERIENCE

Name of the Firm:

Financial Year: **2019-20, 2020-21 and 2021-22**

Sl. No	Year	Order placed by (Full address of Service Receiver)	Order No & Date	Description & quantity of ordered DTP work	Value of order	Date of Completion of service		Remarks Indicating reasons for late delivery of services if any	Has the services been satisfactory? (Attach a certificate from the Service Receiver/ Consignee)
						As per Contract	Actual		

Signature & Seal of the bidder

The above statement shall be supported by

1. A certificate issued by the Client clearly stating the scope of the project, cost of the project and date of successful completion.

## APPENDIX – 8

### Format for Annual turnover Statutory Auditor's Certificate for Financial Capability of the bidder

Date

We have verified the Annual Accounts and other relevant records of M/s  
..... (Name of the bidder) and certify the following

Rs. In lakhs

Sl.No	Particulars	2019-20	2020-21	2021-22	Average of 3 years
1	Annual Turnover				
2	Net Worth				

Signature and seal of Statutory Auditor

Name, Membership No, Address

#### Instructions:

#### For the purpose of this Certification:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non-responsive.
3. A certificate from the Statutory Auditor should be provided as supporting document certifying the Qualification Statement submitted by the Bidder.
4. For the purpose of this Tender document, Net Worth shall mean:  
  
Net Worth = Assets – Liabilities.
5. Experience (Financial Capability and Experience) of only the Bidder shall be considered. Experience of associate company/parent company/subsidiary company shall not be considered for qualification purposes.

Turnover and net worth of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the tax authority.

## APPENDIX - 9

### Format for Statutory Auditor Certificate for Project Experience of DTP of Books ,Textbooks and other materials.

Date :

We have verified the annual accounts and other relevant records of M/s.....(Name of the Bidder) and certify that M/s.....(Name of the Bidder) had been appointed for the purpose of ..... (Name of the project)

We have also scrutinized the documents made available to us for the said project and certify the following years **(2019-20, 2020-21 and 2021-22)**

Date of commencement of the project	Date of completion of the project	Billings for the bidder from the project (Rs.,)

Note: Enclose only invoice copies.

Signature and seal of Statutory Auditor

Name

Membership No

Address

**APPENDIX – 10**  
**Details of Infrastructure**

Sl No	Category and the Description of the machinery prescribed	Quantity Prescribed	Machinery/Other requirements offered by the printer.	Qty / Unit offered	Production capacity per hour.
<b>Software</b>					
1	latest version of original Softwares - MS Office, Pagemaker, Coral Draw, InDesign, Photoshop, Winzip, Akshara, Sarans, etc and all sort of latest Indian regional languages and designing software/fonts.				
<b>Machinery</b>					
1	Desk Top / Lap Top Computers and the above mentioned required software are properly installed in each of the systems	<b>Minimum 07</b>			
2	Colour Printer and Single Colour Printers with a minimum speed of 60 PPM for B/W and 50 PPM for Multi-Colour.	Minimum 02 units in each multi-colour and single colour			
<b>Manpower</b>					
	<ul style="list-style-type: none"> <li>➤ The bidder shall have skilled manpower who are trained in required soft skill in all Indian and other than Indian languages. The <b>back-up plan</b> should be available for all the required tasks.</li> <li>➤ The bidder shall have the back-up of skilled manpower in such a way that in case of any DTP operator is unable to attend or being absent during the period of providing service the firm should be able to provide immediate alternative arrangement by substituting with another manpower.</li> </ul>	<b>Minimum 07</b>			
		<b>Minimum 07</b>			

Signature

(Name and designation of signatory)

## APPENDIX - 11

### (Format for undertaking of work completion)

Date:

**To,**

The Managing Director,  
Karnataka Textbook Society®,  
6<sup>th</sup> Cross, Malleswaram,  
Bengaluru - 560 003.

**Sir,**

We hereby confirm that the Services of Desk Top Publishing for preparation and editing of **school textbooks/books/other materials** will be completed within the scheduled time given in the tender document of Karnataka Text Book Society for the academic year **2023-24**.

In case if I/We fail to provide the services within the prescribed time period and adhere to the DTP Standard/International parameter set out as per the KTBS requirement. I/We shall pay the penalty according to the terms and conditions of the tender and we are bound by the same in all respects.

Yours faithfully,  
(Authorized Signatory)

## APPENDIX – 12

(THIS DECLARATION SHOULD BE PRINTED IN BIDDER'S LETTER HEAD ONLY)

No:

DATE:

### DECLARATION BY THE BIDDER TO WHOM SO EVER IT MAY CONCERN

I/We..... hereby declare that I/We have fully read the tender document dated .....and have understood the contents and the meaning of all the terms and conditions.

I/We ..... hereby declare that we have submitted our bid for the Tender as per our capability and our quote is as per the provisions of the tender document.

Accordingly I here by signing the above declaration and abide by the same.

### CONDITIONS:

1. If our bid is accepted, we will have to abide as per the stipulated Terms & Conditions for providing the services of Desk Top Publishing in preparation and editing of school text books.
2. If our bid is accepted we will furnish Performance security as per the terms laid down in the document.
3. We agree to abide by bid validity of 90 days from the last date fixed for the submission of bids.
4. We understand 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 1988".
5. We understand that you are not bound to accept a lowest offer that you may receive.

Dated this                      day of                      **2023**

### Signature

(Name and address of the Bidder with seal)

(In the capacity of duly authorized to sign the Tender for and on behalf of)

**Bid Validity:              DD/MM/YYYY**

Dated this                      day of                      **2023**

Signature:

(Name and Address of the Bidder with Seal)

(In the Capacity of:.....)

Duly authorized to sign the Tender for and on behalf of

Yours faithfully,

(Authorized Signatory)

Company / Firm seal should be affixed.

## APPENDIX - 13

### CONTRACT FORM

(to be executed on Rs., 500/- Stamp Paper)

**THIS AGREEMENT** entered into on this the \_\_\_\_ day of \_\_\_\_\_ (Month), Two Thousand and \_\_\_\_ in Bengaluru,

#### BETWEEN

The Managing Director, The Karnataka Textbook Society®, Government of Karnataka, ("KTBS"), having its office at 6<sup>th</sup> Cross, Malleswaram, Bengaluru - 560 003, Karnataka State, India (hereinafter referred to as "**SERVICE RECEIVER**") which expression shall unless repugnant to the context include the successors and assigns), on the one part,

#### AND

\_\_\_\_\_ (name and address), a Legal Entity having its registered office at \_\_\_\_\_ (hereinafter referred to as "**SERVICE PROVIDER**") which expression shall unless repugnant to the context include its successors and permitted assigns, on the other part,

#### WHEREAS,

KTBS, floated a Tender DTP of text pages and designing of cover pages for textbooks, books and other designing works in multi languages to 1<sup>st</sup> to 12<sup>th</sup> Standard Textbooks, Books and other materials for a sum of Rs.,\_\_\_\_(-----Rupees only) with applicable taxes as per GST Law (hereinafter called "The Contract Price").

After evaluating the proposals, KTBS, has accepted the proposal submitted by M/s. \_\_\_\_\_ and issued to such **Successful Bidder** a Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_.

The Parties hereto are required to enter into an Agreement, being these presents, to record the terms & conditions and covenants set forth hereunder.

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.,
  - a) The Price Schedule submitted by the Bidder,
  - b) The Schedule of requirements,
  - c) The Technical Specifications,
  - d) Conditions of Contract,
  - e) All terms and conditions in the tender document shall also part of this contract.

3. In consideration of the payments to be made by the Service receiver to the Service provider as hereinafter mentioned, the Agency hereby covenants with the Service receiver to DTP of text pages, Designing of cover pages for text books, books/books and other designing works in multi languages to remedy defects therein in conformity in all respects with the provisions of contract.
4. The Service receiver hereby covenants to pay the Service provider in consideration of the DTP of text pages, Designing of cover pages for text books, books/books and other designing works in multi languages and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the text books, books and other designing works which shall be provided by the service provider are as follows:

Sl.No.	Item	colour	Size	Language/ Medium	Approximate pages	Accepted price	Amount

Amount: Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

(Total value payable includes all applicable taxes as per GST Law)

**Time Schedule** : As mentioned in the document.

**Performance Security** : 5% of the tendered value

**Other applicable Security deposits** : -----

**Agreement validity** : 31<sup>th</sup> August 2024

5. **Assigning of Contract Agreement in whole or part:** The Service provider shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any persons or body corporate for the execution of the contract or any other part thereof is permitted, without the written consent of the **Service receiver**.
6. Service provider agrees to provide service to the Karnataka Text Books Society ® only and no textbook/content shall be sold in any manner to anyone, reproduced any portion in the open market, share source to any person without the service receiver prior permission. He further agrees that failing to adhere to this clause shall attract penal provisions and **initiate blacklisting of Service provider**.

IN WITNESS whereof, the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said \_\_\_\_\_ (For the Service receiver) In the presence of : \_\_\_\_\_

Signed, Sealed and Delivered by the said \_\_\_\_\_ (For the Service provider) In the presence of : \_\_\_\_\_



## **APPENDIX – 14**

### **Format to establish minimum billing clause to be provided in the bidder's letter head**

#### **Information to Establish Minimum Billing Condition**

**30% minimum billing in any one year (2019-20, 2020-21 and 2021-22)**

Sl.No	Project	Estimated Tended Value	Supporting PO number	Supporting Invoice Number	Value of Invoice

## Appendix - 15

### Technical Qualification documents

Sl No.	File Name	Document description
1	Document to establish the constitution of the firm	<ul style="list-style-type: none"> <li>- For Private Limited Companies Certificate of Incorporation or equivalent or a declaration about the constitution of the firm.</li> <li>- For Partnership firms- Partnership Deed</li> <li>- For proprietorship firms - GST or any other legal document indicating that it is a proprietorship firm.</li> </ul>
2	GST Registration Certificate	GST Registration Certificate. <b>(Scanned Image)</b>
3	Annual GST Returns	GST Returns for the FY 2019-20, 2020-21 and 2021-22 <b>GSTR-9</b> as filed before the proper authority. <b>(Scanned Image)</b>
4	Latest GST Returns	Latest monthly GST returns filed. <b>GSTR-3B (Scanned Image)</b>
5	PAN Card	PAN Certificate. <b>(Scanned Image)</b>
6	IT Returns	Acknowledgement of IT returns filed for the preceding three <b>Assessment years</b> i.e., 2020-21, 2021-22 and 2022-23.
7	GST	Declaration about the rate of GST included in the price proposal.
8	Address and contact person.	Copy of the address and official e-mail ID, Contact person names, their status in the organization and their phone numbers.
9	Bid security	Declaration about having paid the bid Security (EMD) in bidder's letterhead.
10	Proof of Infrastructure	Proof of Ownership of the Infrastructures such as Computers, Printers and manpower owned
11	Office Registration	Registration certificate from labour department under shops and commercial establishment act.
12	Audited financial statement	Audited financial statement of preceding three years (2019-20, 2020-21 and 2021-22)
13	Minimum billing	Any one of the FY i.e., 2019-20, 2020-21 and 2021-22 as per <b>Appendix-14</b>
14	Appendix - 1	Letter of Proposal
15	Appendix - 2	Power of Attorney, authorizing the signatory of the Proposal to commit on behalf of the Bidder. (Applicable if other than Owner, Authorised Partner or Authorised Director is signing the Contract or any other document)
16	Appendix - 3	Details of Bidder
17	Appendix - 4	Anti-Collusion Certificate
18	Appendix - 6	Undertaking of being a DTP Service Provider
19	Appendix - 7	Statement of Experience
20	Appendix - 8	Annual average turnover certified by Statutory Auditor to assess

		financial capability for the FY 2019-20 ,2020-21 and 2021-22
21	Appendix - 9	Project experience certificate by Statutory Auditor for the FY 2017-18, 2018-19 and 2019-20
22	Appendix - 10	Details of infrastructure
23	Appendix- 11	Declaration of work completion.
24	Appendix - 12	Declaration by bidder and GST declaration.
25	Appendix - 15	Minimum Billing
26	Acceptance	Appendix - 5(Bank guarantee), Appendix -13 (Contract form)
27	Firm Insurance policy	Copy of Insurance policy by the competent authority.