

**GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD,
GANDHINAGAR
E-Tender No: 21 / Lamination / 2018**

(Year : 2019-2020)

**TERMS & CONDITIONS OF THE E-TENDER FOR LAMINATION OF
PRE-PRINTED MARKSHEET AND CERTIFICATES WITH HOLOGRAME**

**Estimated Cost : 1,00,00,000/-
Tender Fee : Rs.5,000/-
EMD : Rs. 3,00,000/-**

1	Bid Document Downloading Start Date	Date : 29 / 8 /2018 11.00
2	Pre-bid meeting Date and Time	Date : 4 / 9 /2018 11.30hrs
3	Online Document Downloading End Date and Time	Date : 18 / 9 /2018 16.00hrs
4	Technical Bid Tender Fee & EMD Physical Tender submission Date and Time	Date : 19 / 9 /2018 16.00hrs
5	Technical Bid Opening Date and Time	Date : 20 / 9 /2018 11.30hrs
6	Commercial Bid Date and Time	Date : 20 / 9 /2018 If Possible

**Chairman,
Gujarat Secondary and Higher Secondary
Education Board,
Gandhinagar**

**Place : Gandhinagar
Date : 28/8/2018**

**GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD,
GANDHINAGAR
E-Tender No: 21 / Lamination / 2018**

(Year : 2019-2020)

**TERMS & CONDITIONS OF THE E-TENDER FOR LAMINATION OF
PRE-PRINTED MARKSHEET AND CERTIFICATES WITH HOLOGRAME**

Note: Please read all the Terms and Conditions carefully before submitting the E-Tender.

Online and physical sealed E-Tenders are invited from the reputed, experienced competent Printers situated in Ahmedabad or Gandhinagar city having complete in-house facility for Heat Seal Lamination. E-Tender technical bid is duly filled should reach the office of Chairman, Gujarat Secondary & Higher Secondary Education Board, Gandhinagar – 382 010 on or before dt. 19 / 9 /2018 up to 16:00 p.m.

SCOPE OF WORK

The Gujarat Secondary & Higher Secondary Education Board, Gandhinagar – 382 010 conducts the HSC General, HSC Science and SSC EXAMINATIONS in the State of Gujarat. The Board conducts various examination Throughout the year and the number of students appearing for the main examination is around 20 Lacs and 3 Lacs for the supplementary examination. There are about 9800 Schools (SSC) and 4600 Schools (HSC) in entire State of Gujarat. The result processing work is computerized and done in house centrally at Ahmedabad. Some of the work such as Security featured Hologram and Heat Seal Lamination is to be outsourced and this E-Tender is invited for the same work which is detailed as under.

1. Lamination – Heat Seal Lamination and hologram pasting is to be done after receiving variable data on Statement of Mark Sheet / Certificates on both sides of the documents with 37 Microns Film (12 Microns Polyester + 25 Microns EVA).
2. The printer / firm has to produce Hologram having all security features prescribed by the board. The Hologram are to be pasted on Statement of Mark sheet / Certificates at prescribed place.
3. The successful Bidder / Firms should have minimum capacity of lamination of Mark Sheets / Certificates is 1.25 Lacs per day.
4. Packing – Laminated Mark sheet / certificate are to be packed as per the school wise packing memo provide by the Board along with school record (S.R) One fail & two fail lists & circulars in sealable PVC bags duly labeled with details of mark sheet / certificates and then in 5 ply corrugated Box.
5. **Delivery** – The packed cartons of the Lamination statement of Mark sheet / Certificates are to be delivered in closed / locked and duly sealed, through Govt. Vehicle District wise to respective DEO of the Board with duly escorted with strict security along with responsible representative of the board transportation will be bare by board.
6. The nature of work is highly sensitive in terms of accuracy, confidentiality and time bound and requires utmost care with error free work.
7. The agency has to carry out the signature printing work also on mark sheet / certificate having capacity of mark sheet / certificate 10000 per Hour.

QUALIFICATION CRITERIA

Keeping in view the sensitiveness, complexity, time bound correctness and volume of the work involved, the following are prescribed as Pre-Qualification Criteria for Supply of the Heat Seal Laminated Statement of Marks Sheets and Certificates for the examinations conducted by the GS&HSEB.

1. Least two year's experience (out of last Three years from 2016, 2017 & 2018) for Heat Seal Lamination and hologram pasting of minimum 14 Lacs mark sheet / certificate per year of any State Board / University (Certificates / work order of successful completion of work from the state board / University have to be submitted in support of the experience).
2. Self declaration – that the tenderer has adequate technical knowledge for lamination of mark sheet / certificate
3. Self declaration of entire work for lamination should be done only and only in house by his firm / bidder. No contract / sub contract is allowed for lamination of mark sheet & certificate.
4. The bidder firm should not have been blacklisted or debarred or banned for any default connected with the work from any Government department / Organization / undertaking. Every bidder shall be required to submit an affidavit on non judicial stamp paper of Rs.100/- that no blacklisting order is in operation against his firm.
5. E-Tender should mention year of their establishment / date of registration, date of incorporation, staff strength along with the configuration of the machineries installed at their establishment / work place. All this information is to be given in the Performa "Infrastructure Details" and should enclose in the Technical Bid and submit supported documents for the same.
6. Average annual turnover, flowing from confidential Lamination work should not be less than Rs.50 Lacs for any one year in two year's (2016-17, 2017-18) submit the supported document of the same
7. Last two years audited certified Balance sheet to be submitted along with the supported document of the same.
8. Entire work for lamination should be done only in house by the firm / bidder. No contract / Sub – contract is allowed for lamination of mark sheet & Certificates.
9. Authenticated copies of last two Years Income Tax Returns (2016-17, 2017-18).
10. Proof of Machinery for executing lamination work.
 - (A) Double side Heat Lamination Machine – 4 Nos. for total capacity to be laminated 1.25Lacs Document per day.
 - (B) Cutting Machine size should be more than 27 inch.
 - (C) Hologram applicator Machine with speed per hour of minimum 10000 NOS
 - (D) Signature printing machine with speed of 10000 NOS Signature per hour on the mark sheet / Certificate.

- 11.** GST Registration Certificate to be submitted as the supported document.
- 12.** Security arrangement available at printer / Laminator's firm's place to be submitted as the supported documents for.
- 13.** Tender Fee Rs.5000/- (Rupees Five Thousand only) in form of Demand Draft of any Nationalized Bank payable in favour of Secretary, GS&HSEB, Gandhinagar payable at Gandhinagar and to be submitted as the supported documents for the same.
- 14.** E.M.D of Rs.3 Lacs in form of Demand Draft of any Nationalized Bank payable at Gandhinagar in the name of Secretary, GS & HSEB, Gandhingar and submit as supported documents for the same.
- 15.** Solvency Certificate of Rs.20 Lacs from any Nationalized Bank and submit as supported documents for the same.
- 16.** Authority letter from concerned manufacturer or importer / dealer for required quantum of 37 microns (12 microns Polyester + 25 microns EVA) in prescribed time as and when during the contract period.
- 17.** Tenderer shall submit Three sample of transparent and color lamination film of 37 microns (12 microns Polyester + 25 microns EVA (Ethylene Vinyl Acetate) film in minimum size of 7" X 9" along with the document to be submitted physically in Technical Bid Envelope)
- 18.** Address proof of Laminators firms Situated in Ahmedabad or Gandhinagar

Bidder satisfying condition of qualification criteria only will be consider for opening commercial bid

**GENERAL TERMS AND CONDITIONS OF LAMINATION OF PRE-PRINTED
MARKSHEET & CERTIFICATE THE CONTRACT**

1. Applications of submission of E-Tender – The E-Tenderer should go through these terms and conditions of the E-Tender document with which the E-Tenderer shall be deemed to be conversant before submission of E-Tenders. It would also be deemed that E-Tenderer has accepted all the terms and conditions said there in E-Tender documents.
2. Ambiguous, incomplete E-Tender with conditions and received without Tender Fee and Earnest Money or received late or unsealed will be summarily rejected.
3. The successful E-Tenderer will have to deposit 5% amount of the total cost of the work order as Security Deposit by Demand Draft / Bank Guarantee in favour of the 'Secretary, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar' of the Nationalized Bank only within 7 days from receipt of the work order.
4. In the event of failure on the part of the approved E-Tenderer to carry out the work in time or to the satisfaction of the Board, the appropriate authorities of the Board shall have the right to cancel the order and get the work done by another party. Under this situation the approved E-Tenderer's Security Deposit and Earnest Money Deposit will be forfeited by the Board. The decision of 'The Chairman' of Gujarat Secondary and Higher Secondary Education Board, Gandhinagar – 382 010 shall be final.
5. Rates quoted should be inclusive of all taxes.
6. The sealed packet (s) of Result printed Marks Sheets will be provided by Board officer with packing details to Lamination Agency during day time which has to be laminated packed and delivered within 48 hours up to 1,25,000 copies and within 72 hours after receipt last lot of Mark Sheets / Certificates if quantity is more than 1,25,000 copies.
7. Signature printing machine with speed of 10,000 NOS Signature per hour on the mark sheet / Certificate.
8. The result printed Mark Sheets will be provided by board to Lamination Agency serial number wise and after lamination the Lamination Agency will have to provide Laminated Marks Sheets School wise / District wise in prescribed packing.
9. Lamination quantity given by the Board can be as less as 1 (one) number per day on urgent basis. Board will send Board officer for the Marks Sheets lamination and Board will inform to the Lamination Agency before 2 hours of delivery of packet(s) to the Lamination Agency.
10. The lamination work has to be done under CCTV monitoring, when board on demand copy of the CCTV footage has to submitted to Board officer in the form of CD / DVD on the same day with laminated mark sheet & certificate packet's.

11. The successful E-Tender shall have to enter into an Agreement with Board on Stamp Paper of Rs.100/- immediately.
12. The Tenderers may contact the Board for any clarification if they so desire or office Landline Number 079-232-53830.
13. The appropriate authorities of the Board do not bind themselves to accept in part or in full. The lowest or any tender or assign any reason for accepting or rejecting any tender what so ever.
14. Ambiguous, incomplete, conditional tenders, tenders received without Earnest Money, tenders received after due date and time, tenders not received in the manner prescribed, shall be rejected.
15. The successful bidder will sign contract for two years and the chairman of the board can extend the contract for one more years at the mutually agreed terms.
16. Payment will be made in two parts:
 - i. First 50% after receipt of 50% quantity of the entire work order for Laminated Marks Sheets / Certificates.
 - ii. Second 50% after 15 days of completed entire quantity of work order for laminated Marks Sheets / Certificates.
19. Penalty in case of the default:
 - A. In the event of failure on the part of the supplier to execute the work according to the schedule as agreed in the agreement and to the satisfaction of the Board shall be dealt with by the Board by imposing a penalty. For the delay in the supply, the Board shall deduct an amount @1% of total cost of one day work from Supplier's payment. The Board reserves it's right to get the work done from other Supplier at the cost and risk of the Bidder under such circumstances.
 - B. In case of refusal to execute the work by the successful Bidder, the Security Deposit shall be forfeited and is liable for the penalty as may be imposed by the Board.
 - C. After complication of work unused hologram shall be destroyed by the agency in present of board officer.
20. Sample of Film will be tested through laboratory

21. **Termination of Rate Contract :**

The Chairman may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful Bidder, terminate the contract in whole or in part. If the contract is terminated the successful Bidder shall stop supply immediately. In the event of termination of contract by the Chairman on account of breach of any terms and conditions of the contract by the successful Bidder the entire Performance Security Deposit given by the successful Bidder will stand forfeited.

22. **Applicable Law & its Jurisdiction:**

The contract shall be governed as per Indian Law and shall be subject to jurisdiction of Courts in Gandhinagar only.

23. **Advance intimation, delivery and security:**

- A. Approximate quantity of Marks Sheets and Certificates to be laminated and type of film shall be intimated 45 days in advance, so as to procure film in time.
- B. The total job of Marks Sheets / Certificates, Lamination and packing of printed Marks Sheets and Certificates shall be carried out as instructed by the Board.
- C. The contractor will be responsible for security of the lamination job. Authorized by the Board will be allowed to supervise the same in success at bidder's place.

24. In case of mistakes in lamination the penalty of Rs.50/-per document (Marks Sheets / Certificates) to be levied from E-Tenderer or Board may reject the entire lot of the work depending the quantity of mistakes and seriousness of the mistakes.

25. If the size varies Board will pay proportionate of approved rate.

26. The agency has to take all adequate precautionary measures to keep the confidentiality of the result. Any leakage of the result will be viewed very seriously and harsh penalties will be imposed.

All required documents should be notarized and same should be submitted online and Sealed E-Tender super scribed as 'E-Tender for Lamination of Mark Sheet and Certificate' in two separate envelops will be submitted to "Chairman, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar – 382 010" within stipulated time period as per E-Tender Notice as published by the board.

A – "Technical Bid" Physical Envelope will contain as per 1-18 Pre-qualification criteria documents.

B – "Financial Bid" should be filled On-line Only

- A. Rate per Lamination of Mark Sheet / Certificate
(Total Rate should be inclusive of all Taxes)

Note: While opening E-Tenders **A** – “**Technical Bid**” will be opened first.
B – “**Financial Bid**” will be opened only after the fulfillment of conditions asked in “Technical Bid-A”

**Chairman,
Gujarat Secondary &
Higher Secondary Education Board,
Gandhinagar**

Gandhinagar – 382 010

Date :

Details of Notice Inviting On-Line E-Tender

E-Tender No: 21 / Lamination / 2018

(Year : 2019-2020)

TENDER FOR LAMINATION OF PRE-PRINTED MARKSHEET AND CERTIFICATES WITH HOLOGRAM

Department Name	Education Department
Circle	Not Applicable
Office	Gujarat Secondary and Higher Secondary Education Board, Sector 10/B, Gandhinagar - 382 010
IFB No.	E-Tender No: 21
Name of Project	Tender for Lamination of pre-printed mark sheet and certificate with hologram (For the Period of Year - 2019-2020)
Name of Work	Tender for Lamination of pre-printed mark sheet and certificate with hologram (For the Period of Year - 2019-2020)
Estimated Contract Value (INR)	Rs.1,00,00,000/-
Period of Completion (In Months)	24 Month
Bidding Type	E-Tendering
Bid Call (Nos.)	1
Tender Currency Type	Single
Tender Currency Settings	Indian Rupee (INR)
Joint Venture	Not Applicable
Rebate	Not Applicable
Bid Document Fee	Rs.5,000/- (Five Thousand)
Bid Documents Fee payable to	Secretary, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar
Bid Security E..M.D.	Rs. 3,00,000/- (Three Lacs Only)
Bid Security / E.M.D. in favor of	Secretary, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar
Bid Document Downloading Start Date	Dt. 29 / 8 / 2018 11.00Hrs
Bid Document Downloading End Date	Dt. 18 / 9 / 2018 16.00Hrs
Last Date & Time for Submission of Technical Bids	Dt. 19 / 9 / 2018 16.00Hrs
Bid Validity Period	90 Days

Remarks	Tender Documents for downloading / uploading will be available as under on our website www.gseb.nprocure.com or www.nprocure.com up to Dt.29 / 8 / 2018 11.00 Hrs to Dt. 19 /9 / 2018 up to 16:00 Hrs. Demand Draft for Tender Fee and E.M.D. and all documents fulfilling the pre-qualification criteria shall be submitted in electronic format only through online by scanning while uploading the bid. The documents regarding pre-qualifying criteria shall be opened first. Submission of original Tender Fee, E.M.D. required documents in Stores Branch of above mention office address and taking receipt. Technical Bid will be opened those who has submitted original Tender Fee, E.M.D., required documents as per said tender conditions. The Price Bid of the Agencies fulfilling the pre-qualifying criteria / Technical Bid criteria as per said tender conditions shall be opened. The submission shall mean that E.M.D. and Tender Fee are received for purpose of opening of Bid. Accordingly offer of those shall be opened whose E.M.D. and Tender Fee along with required satisfactory documents is received electronically. However, for the purpose of realization of D.D. Bidder shall send the D.D. / Pay Order of Tender Fee and E.M.D. in original and attested copies of Experience Certificate non-mandatory and other documents shall be submitted to Chairman, Gujarat Secondary and Higher Secondary Education Board, Sector 10/B, Gandhinagar – 382 010 on Dt.19/9/2018 up to 16:00 Hour in Store Branch of Gujarat Secondary and Higher Secondary Education Board, Sector 10/B, Gandhinagar – 382 010. For further details and only submission of tender please visit our website mention above. If possible the tender Technical Bid will be opened on line on Dt.20/9/2018 at 11:30 Hrs in the office of the Chairman, Committee Room of Gujarat Secondary and Higher Secondary Education Board, Sector 10/B, Gandhinagar – 382 010
Other Details	
Technical Bid Opening Date	Dt.20/9/ 2018 11.30 hrs
Commercial Bid Opening Date	Dt.20/9/ 2018 if possible
Office Inviting Bids	The Chairman, Gujarat Secondary and Higher Secondary Education Board, Sector 10/B, Gandhinagar – 382 010
Bid Opening Authority	The Chairman, Tender Opening cum evaluation committee Gujarat Secondary and Higher Secondary Education Board, Sector 10/B, Gandhinagar – 382 010
Address	1 st Floor, Committee Room, Sector 10/B, Gandhinagar – 382 010
Contact No.	079 – 23253830

**GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD,
SECTOR 10/B, GANDHINAGAR - 382 010
E-Tender No : 21 / Lamination / 2018
(Year : 2019-2020)
TENDER FOR LAMINATION OF PRE-PRINTED MARKSHEET AND CERTIFICATES
WITH HOLOGRAM**

**ANNEXURE - A
DETAILS OF TENDERER**

1	Name of the Vendor / Bidder	
2	Address of Registered Office	
3	Address of Working Place of the Press	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Private Ltd., or Limited Co.)	
6	Name, Address and Telephone Number of Responsible Person	
	Phone No. with STD Code of Office and Residence	
	Office	
	Residence	
	Mobile Number	
	E-mail Address	
7	Details of Bid Processing Fees and E.M.D.	
	Tender Fee	
	A. Amount in Rs.	
	B. Demand Draft No. & Date	
	C. Name of Bank & Branch	
	Earnest Money Deposit (EMD)	
	A. Amount in Rs.	
	B. Demand Draft No. & Date	
	C. Name of Bank & Branch	

8	Total Annual Turnover for last Two Years (Enclose C.A. Certified copies)	
	2016-2017	
	2017-2018	
9	Total Annual Turnover for last Two Years from similar job of Lamination work (Enclose C.A. Certified copies)	
	2016-2017	
	2017-2018	
10	Total Building Area (with Office & Storage space) (Proof of Ownership / Lease Agreement to be attached)	
11	Total No of staff	
	(a) Technically Skilled	
	(b) Administrative	
	(c) Semi Skilled	
	(d) Security Staff	
12	Has the Lamination agency its own security arrangements? (If yes so what type? please give details)	
13	Factory Act Registration No./ Shop Establishment Registration No (you have to enclose certified copy of Registration Letter)	
14	Permanent Account No (Income Tax) (Enclose certified PAN Card)	
15	GST Registration No. (Enclose certified copy of Registration Letter)	
16	Whether the bidder has been black listed by any Govt or Semi Govt. Organization or any educational organization? (Yes / No) (If No - submit the Self Declaration in given format - Annexure C)	
17	Whether the samples of Transparent/color Lamination Film as per specification has been submitted or Not? (Yes / No)	

Note: For above details, attach separate sheet if required.

Place:

Date:

Seal & Signature of Authorized Person

**GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD,
SECTOR 10/B, GANDHINAGAR - 382 010**

E-Tender No: 21 / Lamination / 2018

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**TENDER FOR LAMINATION OF PRE-PRINTED MARKSHEET AND CERTIFICATES
WITH HOLOGRAM**

ANNEXURE - B

PARTICULARS OF TURNOVER

Name of the Bidder :

Particulars of Turnover in the following year as per audited accounts.

Financial Year	Total Turnover Rs.	Turnover for similar job of Lamination work
2016-2017		
2017-2018		

It is certified that the above details are correct / fair and audited.

**Signature of Chartered Accountant
With Stamp**

**Seal and Signature of
Authorized Person**

Place:

Date:

E-Tender No: 21 / Lamination / 2018

(Year : 2019-2020)

**TENDER FOR LAMINATION OF PRE-PRINTED MARKSHEET AND CERTIFICATES
WITH HOLOGRAM**

ANNEXURE - C

On rs.100/- Stamp Paper

(1) I _____ do hereby declare that our firm is not debarred or disqualified or black listed after assigning any tendered job contract by any Government or any State Board / Universities or such organization. GS&HSEB is entitled to forfeit our Security Deposit in case of any such information coming to gather after publish tender notice from GS&HSEB.

(2) We also declare that we have adequate technical knowledge and capacity for lamination of 1.25 Lacs Mark Sheets / Certificates per day and 10,000NOS Signature per hour

We also declare that the entire work for lamination should be done only & only at our Firm (in-house). No any contract / sub-contract will be given to other firm by us for lamination of Mark Sheets / Certificates.

I further undertake that if above declaration proves to be wrong / incorrect or misleading our tender / contract stands to be cancelled / terminated.

Seal and Signature of Authorised Person

Place:

Date:

ANNEXURE
FINANCIAL BID (TO BE SUBMITTED ON-LINE ONLY)

E-TENDER FOR
“LAMINATION OF PRE-PRINTED MARK SHEETS / CERTIFICATES,
QUANTITY 28,00,000 NOS. PER YEAR”

To,

Sub: TENDER FOR SUPPLY OF “LAMINATION OF PRE-PRINTED
MARK SHEETS / CERTIFICATES – QTY. 28,00,000 NOS.

Dear Sir / Madam,

No.	Specifications	Rate per No. (Inclusive of all Taxes) in Rs.For Transparent Film GST will be Extra	Rate per No. (Inclusive of all Taxes) in Rs. For Color Film GST will be Extra
A	<p>Film: Transparent or color film With 37 micron in (12 micron polyester + 25 micron EVA (Ethylene Vinyl Acetate)) Lamination : Heat Seal lamination is to be done on mark sheet / certificate on both sides of the documents Packing : All PREPRINTED MARKSHEET/ Certificate after lamination with hologram will be packed school wise 100micron in PVC bags duly labeled with details of documents and then in 5ply corrugated box with detailed label. Size of LAMINATION OF PREPRINTED - MARKSHEET/CERTIFICATE: size are 7 Inch X 9.0 Inch Hologram Specification as per scope of work 20mm Diameter Hologram with Golden color for Fail Candidate & Silver Color For Pass Candidate Mark sheet / certificate for candidate in SSC / HSC March / July & Supplementary Exam</p>		
B	Signature printing on Certificate / Mark sheet		

Seal and Signature of Authorized Person