



অসম উচ্চতৰ মাধ্যমিক শিক্ষা সংসদ
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM :: GUWAHATI-781021

No. AHSEC/ACA/TTB/321/2021/156

Date:16/11/2021

Request for Proposal for Printing, Publishing and Distribution of Textbooks

Proposals are invited from reputed and experienced Publisher for printing, publishing and distribution of some textbooks of Higher Secondary Courses under Assam Higher Secondary Education Council (AHSEC). Interested Bidders may visit the official website of AHSEC (www.ahsec.assam.gov.in) to download the Request for Proposal (RfP) document which will be available in the website from 16/11/2021 onwards. Last date of submission of Proposal is 30/11/2021 upto 2 PM.

Sd/
Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 781021

Memo No. AHSEC/ACA/ TTB/321/2021/156

-A-

Date: 16/11/2021

Copy to: -

1. The Chairman, AHSEC for favour of kind information.
2. The Deputy Secretary (Aca), AHSEC for information.
3. The Deputy Controller of Examinations, AHSEC for making necessary arrangement to upload the detail RfP document into the Website of AHSEC.
4. The Superintendent, Establishment Branch, AHSEC for arranging publish of the advertisement in one issue of The Assam Tribune and Asomiya Pratidin.

Sd/
Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 781021

Disclaimer

The information contained in this Request for Proposal (RfP) document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Assam Higher Secondary Education Council (AHSEC) or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RfPdocumentand such other terms and conditions subject to which such information is provided.

This RfPdocumentis not an agreement or an offer by AHSEC to the prospective Bidders or any other person. The purpose of this RfPdocumentis to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RfP document. This RfPdocumentincludes statements, which reflect various assumptions and assessments arrived at by AHSEC in relation to the proposed Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RfPdocumentmay not be appropriate for all persons, and it is not possible for AHSEC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RfP document. The assumptions, assessments, statements and information contained in this RfP document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RfPdocumentand obtain independent advice from appropriate sources.

Information provided in this RfPdocumentto the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AHSEC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

AHSEC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RfP document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RfPdocumentand any assessment, assumption, statement or information contained therein or deemed to form part of this RfPdocumentor arising in any way in this Selection Process.

AHSEC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RfP document.

AHSEC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RfP document.

The issue of this RfPdocumentdoes not imply that AHSEC is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the proposed Assignment and AHSECreserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AHSEC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and AHSEC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by aBidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1. Background

AHSEC was established as per the Assam Higher Secondary Act, 1984 in order to regulate, supervise and develop the system of Higher Secondary Education in the state of Assam. The Council is responsible for conducting examinations at senior secondary level for the students enrolled to the different Higher Secondary Schools/Colleges under its affiliation apart from performing works related to the academic curriculum and recognition and permission of institutions etc. For printing, publishing and distribution of textbooks of some subjects, AHSEC intends to empanel publishers.

2. Important Dates

Date of downloading of RfP document/forms	16/11/2021 onwards
Last Date and Time for submission of Completed Proposal	30/11/2021 upto 2 PM
Date, Time & Venue of Bid Opening	30/11/2021 at 3 PM Venue: AHSEC, Bamunimaidam, Guwahati- 781021
Address for Communication	The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

Note:

- In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
- RfP documents can only be downloaded from AHSEC website www.ahsec.assam.gov.in
- The Schedule indicated above is tentative and AHSEC may change any or the entire schedule.

3. Scope of Work

The scope of work comprises of Printing, publishing and distribution of Textbooks of AHSEC.

- Textbook Printing papers of 70 GSM Maplitho paper (multicolour).
- Cover papers of 150 GSM (multicolour).
- The size of the textbook printing paper and cover paper should be of i) ¼ demy, ii) 1/8 demy and iii) ¼ crown
- The successful Bidder shall collect the sample copies/manuscripts of textbooks from the Deputy Secretary (Academic) of AHSEC within 10 (ten) days of receipt of the work order. The printer (Textbook) shall obtain approval from the concerned subject experts of the AHSEC for all the art works, art-pulls, proof copies of each title books before final printing is undertaken. The printing of the textbooks binding, side stitching, artworks, art-pulls, covers, size of letter and pages should be strictly as per samples of the books.

4. Bid Processing Fee

Bidders are required to submit a non-refundable bid processing fee of Rs. 2,000 in the form of a demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati.

5. Earnest Money Deposit (EMD)

Bidders shall submit along with the Proposal an EMD of Rs. 10,000 in the form of demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati. The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by AHSEC. EMD of the successful bidder will be returned upon submission of Performance Security in the form of Bank Guarantee as mentioned in Clause 6.

The EMD may be forfeited:

- If a Bidder withdraws its bid during the period of bid validity.
- In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RfP document.
- The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP.

6. Performance Bank Guarantee

The selected Bidder (s) shall have to furnish performance security by way of an irrevocable bank guarantee, issued by a nationalized/scheduled bank located in India for an amount of Rs. 50,000 in favour of the Secretary, Assam Higher Secondary Education Council, Guwahati-781021 within 7 (Seven) days from the date of issue of LoI. The Performance bank guarantee should be valid upto 365 days from the date of signing of agreement.

7. Payment terms

Books of inferior quality will be rejected at the bidder (s) cost. Utilization statement of paper must be submitted with the bill for payment as per Financial Bid (Annexure-VI). Income tax at source will be deducted as applicable from the bills.

8. Right to amend document

AHSEC reserves right to modify the RfP document through addendum/corrigendum, any time prior to the last date for submission of Proposal which will be uploaded into the AHSEC website only from time to time, not to be floated in any newspaper. In order to provide prospective Bidders reasonable time to respond to the modifications, AHSEC may, at its sole discretion, extend the last date for submission of bids.

9. Right to accept or reject bids

AHSEC reserves right to accept or reject any or all bids without assigning any reason whatsoever. The decision of AHSEC in this regard will be final.

10. Number of Proposals

No Bidder shall submit more than one Proposal for the proposed work.

11. Currency

The Bidders shall express the price of their Assignment / Job in Indian Rupees only. All payments will be made in Indian Rupees only.

12. Due diligence

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, guidelines and specifications in this RfP document. The Proposal should be precise, complete and in the prescribed format as per the requirement of the RfP document. Failure to furnish all information required by the RfP document or submission of Proposal not responsive to the RfP document in every respect will be at the Bidder's risk and may result in rejection of Proposal. AHSEC shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

13. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its Proposal and AHSEC shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

14. Period of Validity

14.1 Proposals shall remain valid for 180 (One hundred and eighty) days after the last date of submission of bids. AHSEC holds the right to reject a Proposal valid for a period shorter than 180 days as nonresponsive, without any correspondence.

14.2 In exceptional circumstances, AHSEC may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. EMD provided may also be mutually extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting extension of validity will not be permitted to modify his Proposal.

15. Time of Completion

The printing work should be completed within 15 (fifteen) days from the date of issue of work order with sample copy/manuscript of the textbook. Printing of textbook is a time bound work and therefore extension of time shall not be given.

16. Termination of Contract

AHSEC reserves the right to terminate the agreement with immediate effect at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. AHSEC shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder. AHSEC may also terminate the Contract at any time without cause by providing at least 15 (Fifteen) days' prior written notice to selected Bidder. AHSEC reserves the right to **Blacklist** the selected Bidder (s) with immediate effect in case of violation of any of the terms and conditions by the selected Bidder (s) without showing any cause.

17. Sub-Contracting

Any part of the Assignment as per the scope of work mentioned in the RfP document shall not be outsourced to a third party without seeking the consent of the AHSEC Authority in writing. The Authority may allow or disallow sub-contracting of a part of the Assignment depending upon the justification for the necessity of sub-contracting.

18. Indemnity

The selected Bidder shall have to indemnify AHSEC against any loss/expenditure incurred or any disputes/claims from anybody for having used/using patented design. Any patented design shall be under manufacturer's license agreements and a copy of such agreement authorizing the selected Bidder to manufacture the patented designs shall be given to AHSEC.

19. Date of Reckoning

The experience of the Bidders and their professionals should be reckoned from the last date of submission of Proposal for the proposed work of AHSEC

20. Pre-Qualification Criteria:

The Bidder should have the following pre-qualification criteria to participate in the technical bid:

(A) Technical:

A.1 The Bidder should be an entity registered under following acts for last 5 (Five) years:

- Indian Companies Act, 2013
- Limited Liability Partnerships (LLP Act, 2008)
- Indian Partnership Act, 1932

A.2 The Bidder should not be blacklisted by any department/organization.

A.3 Sample of papers with the name of manufacture/brand, weight etc. should be attached with the tender otherwise the tender will be rejected.

Only single company/firm is eligible to bid. Consortium or joint venture formed for the purpose of this project will not be allowed.

(B) Financial:

- The Average Annual Turnover of the Bidder must be equal to or more than Indian Rupees 50,00,000/-(Fifty Lakhs Only) during the last 3 (three) financial years from Printing/Publishing/Distribution works only.

21. Authentication of Proposal

The Proposal shall be signed on each page by a person or persons duly authorized by the Bidder. Certificate for power of attorney of the Bidder in stamp paper of Rs 100.00 (One Hundred Only) shall be provided with the proposal or a copy of the resolution from the Board of Directors authorizing the person as the signatory authority must be submitted. The Bidder also need to submit a copy of the RfP document sealed and signed by the authorized signatory as a token of acceptance to the terms and conditions of the RfP document.

22. Language of Proposal

The language of Proposal, all related correspondence and supporting documents should be written only in English. In case language of any document submitted is other than English, a translated English version duly certified by competent authority should be submitted.

23. Validation of Interlineations in Proposal

Any interlineations, erasures, alterations, overwriting, additions shall be valid only if the person or persons signing the Proposal have authenticated the same with signature.

24. Sealing and Marking of Proposal

The envelopes for the technical bid and the financial bid shall be placed in a sealed outer envelope clearly marked as “**Proposal for Printing, Publishing and Distribution of Textbooks of AHSEC**”. If the outer envelope is not sealed and marked as required, AHSEC will assume no responsibility for the Proposal’s misplacement or premature opening.

25. Address for Proposal submission

The Proposal complete in all respect should be submitted to the following address-
The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

26. Rejection of Proposal

Proposals, incomplete in any respect or received without drafts for cost of RfP document or EMD or received after due date and time will be summarily rejected.

27. Technical Evaluation Criteria

SL. No.	Criteria	Technical Evaluation Parameters	Requirements	Maximum Marks
1	Bidder’s Experience	Number of publication books printing not less than 100 of Government/Semi-Government/University/Autonomous organizations or departments in India during Last 3 years	Equal to or more than 250 publication printing:20 marks Between 200 to 249 book printing:18 marks Between 100 to 199 book printing:16 marks Less than 100 book printing: 0 mark	20

2	Work Plan for Approach and Methodology to perform the work in this assignment	Understanding of the objectives of the assignment: The extent to which the Bidder's approach and work plan respond to the objectives indicated in the RfP document.		20
		Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work.		20
3	Machineries	Total Nos. of machineries available with the Bidder (s)	More than or Equal to 12: 20 marks 09 to 11: 18 marks 04 to 08: 16 marks Less than 04: 0 mark	20
4	Financial Strength	Financial performance of the Bidder for the last 3 (Three) financial years as established through documents certified by Chartered Accountant subject	Equal to or more than Rs. 1 Crore: 20 marks Between Rs. 1 Crore (excluding) & Rs. 75 Lakhs (including): 16 marks Between Rs. 75 Lakhs (excluding) & Rs. 50 Lakhs (including): 12 marks Less than 50 Lakhs: 0 mark	20
Total Marks				100

28. Evaluation and comparison of bids

Technical bid evaluation will be completed prior to any financial bid is being opened. Any condition of the Bidders sent along with the bids, if any, shall not be binding on AHSEC and liable to be rejected.

28.1 **Technical Bid Evaluation:** The cut-off marks for short-listing based on the technical evaluation is 60% of total marks. Based on the bid evaluation, only technically qualified Bidders scoring equal to or more than cut-off marks shall be short-listed for evaluating their financials bids. Consequent on evaluation, if less than two Bidders qualifies the technical evaluation, the authority at its discretion may relax the norms for technical evaluation.

28.2 **Financial Bid Evaluation:** Financial bids of only the short-listed Bidders shall be opened. A date, time and venue will be notified for opening of Financial Bids.

The rates mentioned in the financial bid are to be mentioned in words as well as in figures. In case of any deviation, the rate quoted in words will be accepted. It is not a binding on AHSEC to accept the lowest rate.

Rate once quoted are final and binding and no change/alteration thereof shall be allowed after submission of the tender on any ground whatsoever.

29. Submission of Bids

Interested Bidders are requested to submit the technical bid (Annexure-II) and financial bid (Annexure-VI) in two separate envelopes clearly marking as "Technical Bid" and "Financial Bid" on the respective envelopes. Both these envelopes are to be put inside an outer envelope as mentioned in clause 24. The demand draft for bid processing fee, demand draft for EMD and covering letter (Annexure-I) shall be the part of the technical bid. Proposal complete in all respect is to be submitted to the address mentioned in clause 25.

Covering Letter
(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

.....
.....
.....

To

**The Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 781021, Assam**

Sub: - Proposal for Printing, Publishing and Distribution of Textbooks of AHSEC.

Ref: RfP No. AHSEC/ACA/TTB/321/2021/156

Dated 16/11/2021

Sir,

We hereby submit our Proposal in full compliance with terms & conditions of the above referred RfP document. A copy of the RfP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions. We have submitted the requisite amount of bid Processing fee and EMD in the form of Demand Drafts.

Yours Faithfully,

**Signature of the authorized signatory of the
Bidder with name, designation, seal and date**

Technical bid
(On Bidder's letterhead)

SL. No.	Particulars	Give details or mention page no. where attached
1	Name of the Bidder	
2	Address, email id and telephone number of the registered office of the Bidder	
3	Address, email id and telephone number of the office of the Bidder located at Guwahati	
4	Name, designation, address, email id and mobile number of the contact person of the Bidder	
5	Date of Incorporation (attach photocopy of documents)	
6	Date of Commencement of Business	
7	Registration number of the Bidder as per Certificate of Incorporation (attach photocopy of registration certificate)	
8	PAN Number of the Bidder (attach photocopy of PAN card)	
9	GST registration (attach photocopy of documents)	
10	Income Tax Return of the Bidder for last 3 (Three) financial years (attach photocopy of documents)	
11	Trade License of the Bidder (attach photocopy)	
12	Certificate for power of attorney of the authorized signatory of the Bidder (attach documents) as mentioned at Clause 21	
13	Experience of the Bidder in printing of books during last 5 (Five) years in the format at Annexure-III along with relevant work order/successful completion certificate	
14	List of total numbers of machineries of the Bidder (s) related to the proposed work (attach documents)	
14	Certificate for not being blacklisted in the format at Annexure- IV	
15	Chartered Accountant certified Turnover by the Bidder during the last 3(Three) financial years from the works relevant to printing, publishing and distribution of books with year- wise break up in the format at Annexure-V	

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Experience in Printing of Books
(On Bidder's letterhead)

A. Completed Projects during the last Five years (extra rows may be added if required):

SL. No.	Name & Address of The client	Date of start of the work	Date of Completion	Description of Work	Website Address,if any	Cost of the Project in Indian Rupees
1						
2						
3						
4						

B. Ongoing Projects during the last Five years (extra rows may be added if required):

SL. No.	Name & address of the Client	Date of Start of the work	Project Duration	Description of Work	Cost of the Project in Indian Rupees
1					
2					
3					
4					

Note: Please also note that the copies of work orders or satisfactory completion certificate from the clients shall be required to be submitted for all the above mentioned projects.

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Certificate for not being blacklisted
(On Bidder's letterhead)

To

**The Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 781021**

Date:

Sub: Self Certification

Sir,

I, the undersigned hereby certify that neither the M/s _____ nor any of its directors/constituent partners have been blacklisted by any State or Central Government or Government Undertaking / Enterprise, prior to the date of submission of this Proposal for the purpose of Printing, Publishing and Distribution of Textbooks of AHSEC.

The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by AHSEC with the intention of verifying the correctness of this statement or regarding the competence and general reputation as stated above.

Yours faithfully,

**Signature of the authorized signatory of the
Bidder with name, designation, seal and date**

Annual Turnover Statement
(On the letterhead of Chartered Accountant/Auditor)

The annual turnover of for the past three financial years from the works relevant to Printing of Books are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover (inclusive of Tax) (In Figures)	Turnover (inclusive of Tax) (In Words)
1	2018- 2019		
2	2019 - 2020		
3	2020 - 2021		
Total			
Average turnover per annum			

Date:

**Signature of the Auditor/Chartered Accountant
with name (in capital letters) and seal**

Financial Bid
(On Bidder's letterhead)

Name of Work: Printing, publishing and distribution of Textbook

Double Demy	Single Colour Per Page Rate Up to 1000	Sub- sequent Per Page Rate beyond 1000	Bi-Colour Per Page Rate Up to 1000	Sub- sequent Per Page Rate beyond 1000	Four-Colour Per Page Rate Up to 1000	Sub- sequent Per Page Rate beyond 1000
Text Paper 70 GSM, CTP Plate, Text Printing, Cover Printing (Four Colour), Perfect Binding						

Double Crown	Single Colour Per Page Rate Up to 1000	Sub- sequent Per Page Rate beyond 1000	Bi-Colour Per Page Rate Up to 1000	Sub- sequent Per Page Rate beyond 1000	Four-Colour Per Page Rate Up to 1000	Sub- sequent Per Page Rate beyond 1000
Text Paper 70 GSM, CTP Plate, Text Printing, Cover Printing (Four Colour), Perfect Binding						

Declaration:

This is to certify that we, before signing this assignment have read and fully understood all the terms and conditions contained in the RfP document for printing, publishing and distribution of Textbook and undertake ourselves to strictly abide by them.

**Signature of the authorized signatory of the
Bidder with name, designation, seal and date**