

### 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 RfP document and such other terms and conditions subject to which such information is provided.

This RfP document is not an agreement or an offer by AHSEC to the prospective Bidders or any other person. The purpose of this RfP document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RfP document. This RfP document includes 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 RfP document may 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 RfP document and obtain independent advice from appropriate sources.

Information provided in this RfP document to 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 RfP document and any assessment, assumption, statement or information contained therein or deemed to form part of this RfP document or 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 RfP document does 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 AHSEC reserves 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 an Bidder 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 conducting Assam Higher Secondary Examination, 2022, AHSEC intends to select printing press for printing of blank Answer Scripts and Additional Sheets.

**2. Important Dates**

Date of issuing of RfP document	03/11/2021 onwards
Last Date and Time for submission of Proposal	17/11/2021 upto 2 PM
Address for Communication	The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

**Note:**

- a. 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.

**3. Scope of Work**

The scope of work for the work is mentioned below-

- a) A total of 22 ( Twenty Two) Lakh Answer Script and 22 (Twenty Two) Lakh Additional Sheet to be printed.
- b) The Answer Script will contain 16 pages including cover page with Logo, boxes for marking, watermark and Page Serial Number.
- c) The Additional Sheet will contain 8 pages including cover page with Logo, boxes for marking, watermark and Page Serial Number.
- d) Paper Weight: 60 GSM Maplitho Paper.
- e) Size: 21 cm×30 cm
- f) Borders: Left and top borders with margin 3cm.
- g) All the Answer Scripts and Additional Sheets to be supplied to AHSEC in good condition with no additional cost.

**4. Bid Processing Fee**

Bidders are required to submit a non-refundable bid processing fee of ₹ 10,000/ (Rupees Ten Thousand Only) 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 ₹ 1,00,000 (Rupees One Lakh Only) 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 No. 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.

**6. Performance Bank Guarantee**

The selected Bidder shall have to furnish performance security by way of an irrevocable bank guarantee, issued by a nationalized/scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council for an amount calculated @ 10% (Ten Percent) of the total project cost (including Applicable Taxes) within 7 (Seven) days from the date of issue of LoI. The Performance bank guarantee should be valid for 3 (three) months from the date of issue.

**7. Contract Agreement**

The selected Bidder will be issued a Letter of Intent (LoI) prior to signing a contract agreement with AHSEC. The contract agreement will have to be signed by the selected Bidder within the stipulated time mentioned in the LoI.

**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. 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 entirely/partly accept or reject any or all bids without assigning any reason whatsoever. The decision of AHSEC in this regard will be final.

In the event of any dispute or differences in connection with the RfP document the same will be subject to an arbitration of Secretary, AHSEC and the same will be under jurisdiction of Guwahati High Court only.

**10. Number of Proposals**

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

**11. 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.

**12. 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.

**13. Period of Validity**

13.1 Proposals shall remain valid for 2 year after the last date of submission of bids. AHSEC holds the right to reject a Proposal valid for a period shorter than 1 year as nonresponsive, without any correspondence.

13.2 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.

**14. Time of Completion**

The work shall be completed by the selected Bidder within 45 (Forty Five) days from the date of signing the contract agreement.

**15. Delay in Completion of Work**

As the work is urgent in nature, delay in completion of work is not expected. In case of any delay by the selected Bidder to complete the work in the scheduled time, AHSEC will terminate the contract with immediate effect and award the contract to the Bidder that comes second during bid evaluation process.

**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 with immediate effect in case of any neglect or lapse on the part of the selected Bidder.

**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.

**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. Pre Qualification Criteria:**

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

(A) Technical:

- The Bidder should be 5 (Five) years of experience in printing of Blank Answer Scripts/Additional Sheets for recognized boards/councils/universities.
- The Bidder should have completed at least 1 (one) work of worth Indian Rupees not less than 100 (One Hundred) Lakh in printing of Blank Answer Scripts/Additional Sheets for recognized boards/councils/universities during the last 3 (three) years. Work orders for such works should not be issued earlier than 3 (three) years prior to the last date of submission of Proposal for the proposed work of AHSEC.
- The Bidder should necessarily have web offset machine/sheet-fed offset machine and binding unit of its own with sufficient space.
- The Bidder must have valid trade license, PAN card, GSTN registration and Factory/Industry registration.
- The Bidder should not be blacklisted by any department/organization.
- All certificates & sample must be submitted along with the tender.
- Income Tax Return Certificate for last 3 (three) years
- GST Return upto August, 2021

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

**(B) Financial:**

The average annual turnover of the Bidder must be equal to or more than Indian Rupees 100 (One Hundred) Lakh during the last 3 (three) years.

**20. Authentication of Proposal**

The Proposal shall be signed on each page by a person or persons duly authorized by the Bidder. Document reflecting power of attorney of the Bidder shall be provided with the Proposal. 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.

**21. 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.

**22. 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.

**23. 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 of Blank Answer Scripts and Additional Sheets". If the outer envelope is not sealed and marked as required, AHSEC will assume no responsibility for the Proposal's misplacement or premature opening.

**24. 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

**25. 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.

**26. Submission of Work Plan**

Bidders need to submit its work plan for the approach and methodology to be adopted in carrying out the proposed assignment as a part of the technical bid. The work Plan should contain all the technical specifications, workflow, process flow, implementation strategy etc.

**27. Payment Terms**

The payment will be made on completion of entire work. AHSEC will have no liability regarding transportation, boarding and lodging of the selected Bidder, their staff and machineries. GST applicable as on date shall be deducted from the actual bill submitted for payment.

**28. Presentation**

The Bidders may be called for a presentation as per convenience of AHSEC at a short notice for evaluation purposes if required.

## 29. Technical Evaluation Criteria

SL. No.	Criteria	Technical Evaluation Parameters	Maximum Marks
1	Bidder's Experience	Number of Works worth Indian Rupees not less than 100 (One Hundred) Lakh in printing of Blank Answer Scripts/Additional Sheets for recognized boards/councils/universities during last 3 years	30
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.	10
		Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work.	10
3	Manpower	Permanent Manpower of the Bidder	10
4	Machineries	Professional Competence of the Machines	10
5	Financial Strength	Financial performance of the Bidder for the last 3 (Three) financial years as established through documents certified by Chartered Accountant.	15
6	Local Printing Press	Printing press of the Bidder located in Guwahati	15
7	<b>Total</b>		<b>100</b>

## 30. 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.

Bids shall be evaluated on a Quality and Cost Based Selection (QCBS) basis. Bids shall be ranked according to their combined technical score (St) and financial score (Sf) using the formula (T = the weight given to the Technical bid = 70%; P = the weight given to the Financial bid = 30%; T + P = 100%):  $S \text{ (Final Score)} = St \times T + Sf \times P$ . Contract will be awarded to the Bidder scoring highest Final Score (S). In the event of Final Score (S) of two or more bidders are tied, then the bidder scoring more in the technical evaluation will be awarded the contract.

**30.1 Technical Bid Evaluation:** The cut-off marks for short-listing based on the technical evaluation is 70% 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.

**30.2 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 lowest evaluated financial quote (Fm) will be given the maximum financial score of 100 (One Hundred) points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula:  $Sf = 100 \times Fm/F$ , in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

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.

### 31. Submission of Bids

Interested Bidders are requested to submit the technical bid (Annexure-II) and financial bid (Annexure-V) 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 23. 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 24.



**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 of Blank Answer Scripts and Additional Sheet for Assam Higher  
Secondary Examination, 2022.**

**Ref: RfP No. AHSEC/STORE/AS/49/653**

**Dated 03/11/2021**

**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**



**Annexure-II**

**Technical bid**  
(On Bidder's letterhead)

<b>SL. No.</b>	<b>Particulars</b>	<b>Give details or mention page no. where attached</b>
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 local printing press (located in Guwahati) of the Bidder	
4	Name, designation, address, email id and mobile number of the contact person of the Bidder	
5	Registration number of the Bidder (attach photocopy of registration certificate)	
6	PAN Number the Bidder (attach photocopy of PAN card)	
7	GSTN Registration (attach photocopy of documents)	
8	Income Tax Return of last three financial years (attach photocopy of documents)	
9	Trade License of the Bidder (attach photocopy)	
10	Factory/Industry License of the Bidder (attach photocopy)	
11	Updated GST Return of the Bidder (attach photocopy)	
12	Attach document reflecting power of attorney of the authorized signatory of the Bidder	
13	Experience of the Bidder in Printing works for boards/councils/universities during last 5 (Five) years in the format at Annexure- III along with relevant work order/successful completion certificate	
14	Furnish details of Machineries of the Bidder with full specification in the Bidder's Letterhead	
15	Certificate about number of permanent manpower in Bidder's Letterhead	
16	Furnish work plan of the Bidder for the Assignment	
17	Certificate for not being blacklisted in the format at Annexure- IV	
18	Chartered Accountant certified Turnover by the Bidder during the last 3(Three) financial years with year- wise break up (attach certificate)	
19	Attach Sample Answer Script and Additional Sheet to be supplied	

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

**Annexure-III**

**Experience in Printing Works**  
(On Bidder's letterhead)

**Completed Works 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	Cost of the Work 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 Works.

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

**Annexure-IV**

**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 the Printing of Blank Answer Scripts and Additional Sheet for Assam Higher Secondary Examination, 2022.

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**

**Annexure-V**

**Financial Bid**  
(On Bidder's letterhead)

**Name of Work:** Printing of Blank Answer Scripts and Additional Sheets for Higher Secondary Examination, 2022.

<b>Particulars</b>	<b>Unit Price Including all Applicable Taxes/Duties</b>	<b>Quantity</b>	<b>Total (INR) Including all Applicable Taxes/Duties</b>
Answer Script Booklet Size: 30 cm×21 cm, 16 page		22,00,000	
Additional Sheet Size: 30cm ×21 cm, 8 page		22,00,000	
Total			

**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 of Blank Answer Scripts and Additional Sheets for Assam Higher Secondary Examination, 2022 and undertake ourselves to strictly abide by them.

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