

OFFICE OF THE DEPUTY DIRECTOR (QUALITY) KULLU AT JARAD DISTRICT

KULLU HP.

No. EDN/NILP/Elementary Education/2012....U32

Dt:

To

All the eligible and interested firms.

Subject: - Invitation of Limited Tender for Printing Work under New India Literacy Programme (ULLAS) – 2025–26.

Memo,

Sealed tenders in two bid system are hereby invited from the reputed, eligible and experienced printing firms for **printing of Teaching Learning Material, Certificates and Question Papers** under the **New India Literacy Programme (ULLAS)** for the financial year **2025–26**. The tender document duly filled on the prescribed format should reach in the office of the undersigned on or before **09.02.2026 by 11:00 AM** and will be opened on the same day i.e. **09.02.2026 at 11:30 AM** in the presence of intending Contractors/Firms or their authorized agents who may like to be present on the occasion.

DEPUTY DIRECTOR (QUALITY) KULLU AT JARAD DISTRICT

KULLU HP reserves the right to reject any or all the tenders without assigning any reasons to the tenderer.


Deputy Director (Quality),
Kullu at Jarad District Kullu HP.

OFFICE OF THE DEPUTY DIRECTOR (QUALITY) KULLU AT JARAD DISTRICT

KULLU HP.

(General Conditions)

Instructions for Submission of Tender:

- 1. Preamble.** Office of the *Dy. Director (Quality) Kullu at Jarad District Kullu HP-175125* intends to print **Teaching Learning Material, Certificates to participants and Question Papers** under the **New India Literacy Programme (ULLAS)** for adult education for the financial year **2025– 26**. The terms and conditions governing the contract are described in scope of work and terms and conditions. The Sole Proprietors/ Firms, can participate in the tender.
 - 2. Tender Documents.** The tender document consisting of all documents must be submitted together in the manner indicated below, failing which the tender is liable to be rejected. Incomplete or conditional tender is also liable to be rejected.
 - 3. Submission of Tenders – Time limit/mode.** The tender documents duly completed should be submitted in **Two Bids System** i.e. Technical Bid and Financial Bid in two separate parts. The first part should be sealed in separate envelope super scribed as "**Tender for Printing - Technical Bid**". This should contain all the required information as prescribed in *Annexure-I*. The second part will consist of the "**Tender for Printing - Financial Bid**" in the format prescribed at *Annexure-II* and both these envelopes should be placed in a larger envelope and duly super scribed as "**Tender for Printing under New India Literacy Programme (ULLAS) to be opened on 09.02.2026**" and addressed to the office of the *Deputy Director (Quality) Kullu at Jarad District Kullu HP-175125*. The name of the bidder, complete postal address and Mobile No. must be mentioned on the left hand side corner of the envelope. Financial Bids will be opened only of those bidders which qualify the technical bid.
- 3.1.1. The following documents must be submitted with the pre-qualification bid/ technical bid:-**
- (i) Tender fees of Rupees Rs. 300/- in the shape of DD and Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only) in the form of DD or FDR duly pledged in the name of *Deputy Director (Quality) Kullu at Jarad District Kullu HP*. The EMD of successful bidder shall be retained as performance security till the completion of the contract.
 - (ii) Intimation of registered office address or branch office address as the case may be with valid proof.
- 

- (iii) Copy of Income Tax PAN Card.
- (iv) Copy of GSTIN Number.
- (v) Bank Account Number details.
- (vi) Bid Letter (Annexure-III)
- (vii) Undertaking (Annexure-iv)

This tender document with all pages duly signed and clearly indicating the name and designation of the person signing the documents duly embossed with official seal if any. The tender documents must be properly numbered and bound.

- 3.2. The financial bid shall be submitted strictly in the format prescribed in Annexure-II, **FOR destination BEEO Office, Nirmand, District Kullu, Himachal Pradesh.**
- 3.3. The tenders duly completed as described in paras above must reach the designated address up to 11:00 AM on **09.02.2026** positively. The tenders received after 11:00 AM on **09.02.2026** will not be considered. Tenders will be opened at 11:30 AM on **09.02.2026** in the presence of the tenderer who may wish to be present.
- 3.4. The sealed tenders shall be submitted either by the registered post with acknowledgement due or in person. **Tenders by telegram/fax will not be considered.** The sealed tender can also be submitting on any working day (i.e. before 11.00 AM of **09.02.2026**) in the *O/o The Deputy Director (Quality) Kullu at Jarad District Kullu HP.*
- 3.5. All rates shall be quoted only in Annexure-II and no reflection of the rates should be given in the Technical bid.
- 3.6. The rate should be filled in carefully after considering all aspects of works as described in the **“Scope of work and terms and conditions governing the contract”.** No request for change or variation in rates or terms and conditions of the contract shall be entertained on the ground that the tenderer had not understood the work envisaged by this contract for printing the material, or labour and local Laws. Any overwriting in the rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.
- 3.7. The ***Deputy Director (Quality) Kullu District Kullu HP***, reserves the right to re-tender or modify the terms and conditions of the tender. It also reserves the right to negotiate the rates with the lowest tenderer and award the tender to more than one eligible bidder firm at the L-1 rates in the interest of administrative convenience.



- 3.8.** Any variation, addition and /or omission in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by tenderer in the tender. **The rates quoted by the tenderer shall be applicable irrespective of the volume of work.**
- 3.9.** The rates must be quoted in both words and figures. If there is variation between the figures and in words, only the rates quoted in words shall be taken and the rates quoted in figure will not be considered.
- 3.10.** The Each folio/ page/ document of tender documents and every supporting documents attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- 3.11.** The tenders containing erasures, omissions or alterations are liable to be rejected. In case any corrections become necessary, the same must be made in ink and all such corrections must be attested by full signature of the tenderer and dated.
- 3.12.** Alternative bids shall not be considered. Only one tender can be applied by the individual/firm/partnership. Failure to comply this condition will attract the cancellation of participation of concerned firm and forfeiture of EMD.

- 4. Validity Offer.** The tenderer will be required to keep the offer open for a period of **60 days** from the date of submission of tenders, It shall be understood that the tender documents have been issued to the tenderer and the tenderer is permitted to tender in consideration of the stipulation that after submitting his tender, he will not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to the **Deputy Director (Quality) Kullu at Jarad District Kullu HP**. If the tenderer fails to observe or comply with the said stipulation, the amount of earnest money shall be liable to be forfeited.

5. Acceptance of Tender.

- 5.1.** The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of i.e. the **Deputy Director (Quality) Kullu at Jarad District Kullu HP** who does not commit himself to accept the lowest or any other tender, nor does it undertake to assign reason for its decision in the matter.
- 5.2.** Acceptance of tendered rates will be communicated through a letter as soon as possible.
- 5.3.** All the tender documents submitted by the tenderer shall become the property of the **Deputy Director (Quality) Kullu at Jarad District Kullu HP** and he shall have no obligation to return the same to the tenderers.

5.4. Canvassing in connection with tenders are strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

5.5. If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then the **Deputy Director (Quality) Kullu at Jarad District Kullu HP** reserves the right to reject such tender at any stage or execution without any financial liability.

6. Postal Address for Communication.

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.



**Deputy Director (Quality),
Kullu at Jarad District Kullu HP.**

OFFICE OF THE DEPUTY DIRECTOR (QUALITY) KULLU AT JARAD DISTRICT

KULLU HP.

Chapter- 2

(Scope of work and Terms and Conditions Governing the Contract)

1. The Selected firm shall be required to provide the following services:

I. Printing of Teaching Learning Material (उल्लास प्रवेशिका) (in the shape of Book)

Specifications:

- Quantity: Approximately 1500 copies
- Size: A4
- Total Pages: 127 (total leafs=64)
- Inner Pages: 70–80 GSM, Black & White, both side printing
- First & Last Cover Pages: 200 GSM, Coloured
- Printing (both sides)

II. Printing of Certificates

Specifications:

- Quantity Approximately: 3000 copies.
- Size: A4
- Paper: Glossy paper (200 GSM) (standard certificate paper)
- Printing: Coloured.

III. Question Paper (Approximately 03 to 05 pages)

- Quantity: Approximately 3000 copies .
- Size: A4
- Black & White, both side printing

1.1 The bidder shall ensure that **good quality paper and printing material** is used strictly as per the specifications mentioned above. Sub-standard material shall not be accepted under any circumstances.

1.2 All printing work shall be of **clear, uniform and legible quality**, with proper alignment, binding (wherever applicable), and finishing. Faded ink, smudging, improper cutting or misprints will lead to rejection.

1.3 The **quantity mentioned is approximate**, and the **Deputy Director (Quality) Kullu at Jarad District Kullu HP** reserves the right to **increase or decrease the quantity** as per actual requirement. No extra claim shall be entertained on this account.



- 1.4 The bidder shall be responsible for replacement of defective/poor-quality printed material at his own cost, if found unsatisfactory during inspection or after supply.
- 1.5 The material shall be supplied **FOR destination i.e. BEEO Office Nirmand District Kullu HP**, complete in all respects, within the stipulated time period mentioned in the work order.

2. DEFICIENCY CHARGES.

- 2.1 In case of deficiency in service, poor quality printing, page quality, or non-compliance with terms, proportionate deductions may be made from the bill as decided by the competent authority.

3. PAYMENT CONDITIONS.

- 3.1 Payment will be made after successful completion of the work on submission of bill and the payment for such bills shall be released after verification by the Department/Office concerned and availability of budget. No claim of any kind of advance shall be claimed by the contractor.
- 3.2 Tax deduction at source and other taxes as per applicable law will be deducted.

4. EARNEST MONEY

- 4.1 The tenderer will be required to deposit a sum of Rs. 10,000/- (Rupees Ten thousand only) as earnest money along with complete tender documents for Pre-Qualification Bid. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to **Deputy Director (Quality) Kullu at Jarad District Kullu HP**. In case the tenderer fails to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited.
- 4.2 The earnest money deposit (EMD) shall be made in the shape of DD/FDR duly pledged in favour of **Deputy Director (Quality) Kullu at Jarad District Kullu HP** and valid for a minimum period of three month after the date of opening of tender.
- 4.3 The EMD of unsuccessful bidders will be returned within 15 days of opening of tenders and that of successful bidder will be retained till the deposit of security deposit as per Clause 5 below.
- 4.4 The EMD deposited by the bidder(s) shall be forfeited in the following events namely:

- Signature*
- a. a modification or withdrawal of bid after the deadline for submission of bid(s) and during the validity period.
 - b. refusal by the bidder (s) to accept an arithmetical error or otherwise appearing on the face of bid(s).

- c. failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in the tender documents.
- d. failure on the part of the successful bidder to deposit performance security.
- e. failure on the part of the successful bidder to execute the contract as per terms and conditions stipulated in the tender documents.

5. SECURITY DEPOSIT

- 5.1 The successful tenderer's EMD will be retained as Security Deposit for successful performance under the contract.

6. CRITERIA FOR EVALUATION OF BIDS

- 6.1 The technical/Pre-qualification bids will be opened in the first stage and will be evaluated by the tender opening –cum- evaluation committee so constituted for this purpose in the presence of prospective bidders who wish to be present. No reflection of rates is admissible in Technical Bid. Financial Bid of only those tenderers shall be opened who are found qualified in Technical Bid.
- 6.2 Award of contract will be issued to L-1 Bidder. Separate L-1 shall be selected for each item i.e. item nos. Sr. No. 1 to 3 of *Annexure-II*.
- 6.3 The successful bidder shall be required to submit samples of each item before the Committee. The work order shall be issued only after the Committee is fully satisfied with the quality and specifications of the samples submitted.

7. GENERAL

Any clarification with regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on a point shall be sought from the **Deputy Director (Quality) Kullu at Jarad District Kullu HP** whose decision in the matter shall be final and binding on all. Any other matter relevant to but not covered in the contract shall also be decided by making reference to him and his decision shall be binding on all.

8. JURISDICTION OF COURTS

- 8.1 In case either the **Deputy Director (Quality) Kullu at Jarad District Kullu HP** or the Contractor wants to take any dispute to a court of law only courts in Kullu District Kullu HP shall have the jurisdiction over the matter.
9. The firm/sole proprietor shall comply with all applicable laws, rules and regulations related to labour, taxes, Environment, Health, and Safety.
10. **Deputy Director (Quality) Kullu at Jarad District Kullu HP** reserves the right to terminate the contract any time without assigning any reason/notice thereof.



Deputy Director (Quality),
Kullu at Jarad District Kullu HP.

TO BE PLACED IN TECHNICAL BID ENVELOPE

ANNEXURE-I

**FORM FOR PRE-QUALIFICATION/ TECHNICAL BID FOR HIRING OF
HOTEL**

01. Name of Sole Proprietor/FIRM/ Company :-
02. Registered office address:-
(Please attach valid document as proof)
03. Branch office (if any) address:-
(Please attach valid document as proof)

Sr. No.	Description	Yes/No	Relevant details to be submitted by the tenderer.	Page No.
1.	Tender document duly signed by the tenderer along with seal			
2.	Amount of Tender Document (Detail of DD)			
3.	Amount of Earnest Money Deposit. (DD/FDR No and Date)			
4.	PAN (Attach Copy)			
5.	GST Registration No (Attach Copy)			
6.	Bank Account No. (First page of Bank Pass Book)			
7.	Whether terms and conditions of tender duly accepted (Bid Letter Annexure-III)			
8.	Undertaking regarding Non-bankruptcy, insolvency, blacklisting duly attested by himself (Annexure-IV)			

DECLARATION

I hereby declare that the information given above and documents enclosed thereof are true and correct. No fact has been concealed by me.

(Signature of the tenderer with seal)

(The Annexure-I along with required documents is to be contained in the separate envelop marked as "Tender for Printing-Technical Bid")

ANNEXURE-II

"TO BE PLACED IN FINANCIAL BID ENVELOP"

Note: The rates quoted should be inclusive of all taxes, GST, transportation, packing, loading/unloading, etc. and should be FOR : BEEO Office Nirmand District Kullu HP.

Sr. No.	Particulars	Rates (including All Taxes) in words.	Rates (including All Taxes) in words.	Remarks
1.	Printing of Teaching Learning Material (उल्लास प्रवेशिका) (in the shape of Book)			Rates to be quoted per copy
2.	Printing of Certificates			Rates to be quoted per certificate
3.	Question Paper (Approximately 03 to 05 pages)			Rates to be quoted per question paper

Place:

Date:

Signature of the tenderer along with office seal


***The Annexure-II is to be contained in the separate envelope marked as "Tender for
Printing - Financial Bid" ***

ANNEXURE-III

Bid Letter

To

**The Deputy Director (Quality),
Kullu, at Jarad District Kullu (HP)**

Subject: **Supply of printing material.**
Sir,

I, the undersigned bidder, having read and examined in detail the specifications and tender document in respect of printing work and supply of the same to the BEEO Office Nirmand District Kullu HP (FOR destination).

Price and Validity: All the prices mentioned in our commercial offer are in accordance with the terms as specified in tender document. All the prices and other terms and conditions of this proposal are valid for the period till 31.12.2025 from the date of opening of bids.

Earnest Money: I have enclosed the required earnest money in the form of Bank draft / FDR with the technical bid.

Qualifying Data:

I confirm having submitted in qualifying data as required by you in your tender document. In case you require any further information/ documentary proof in this regard before evaluation of our bid, I agree to furnish the same in time to your satisfaction. I hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

I hereby declare to accept and abide by all term & conditions mentioned in the tender document. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. I understand that you are not bound to accept the lowest or any bid you may receive.


Yours faithfully,

Signature with Date-----

(Name of the Bidder) -----

AFFIDAVIT

Duly attested by the Notary public of the area on a judicial stamp paper of Rs.20 given by the tenderer stating that:

I..... S/o.....
..... R/o..... do

hereby solemnly affirm and declare as under: -

- 1) That I am proprietor/ partner / director of.....
- 2) That my firm is bona fide having PAN..... and GST No.
- 3) I/We are not involved in any dispute with any Government Office in Himachal Pradesh/India.
- 4) That there is no legal/financial irregularity case pending against us, for which charges stand framed and trial is pending in any court of law.
- 5) That my/our firm is supplying printing material/stationary in various Govt. departments for long time and never black listed in any Govt. department by any State/any party.
- 6) That my/our firm is non-bankrupt; non-insolvent and my firm has sufficient funds to supply the material.
- 7) If this declaration is found to be incorrect then without prejudice to any other action that may be taken my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.
- 8) That if any information provided by us is found to be false /fictitious, the action would be initiated against the (us) bidder as per Government rules.
- 9) That only one bid is submitted by me on the capacity of individual or partnership firm.

Date

Signature of bidder

Place

Deponent

Verification

Verified that the above statement is true and correct to the best of my knowledge and belief and nothing has been concealed there in place.

Deponent

Signature of Bidder