TENDER DOCUMENT FOR PRINTING AND SUPPLY OF QR CODED ANSWER BOOK AND DRAWING SHEET

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA UNIT-VIII, NEAR RAJ BHAWAN, BHUBANESWAR-751 012
1. **NATURE OF WORK:** Details of work is given under the heading “Scope of Work”. The work has to be completed in a time bound nature.

2. **PRE-QUALIFICATION:**
   i) Bidder should be a registered firm dealing with printing and supply of QR Coded Answer Books,
   ii) The intending firm should have minimum 03 years of experience in similar type of work having annual turnover of minimum Rs. 3.00 crores. The firm should have turnover of Rs. 9.00 crores in the last three years. To this effect, the intended firm shall submit audited statement of Accounts and proof of successful work execution certificate from the organizations in which the work had been executed.
   iii) The registered firm should have its own printing press with adequate infrastructure and experienced manpower for execution of the work.

3. **TENDER DOCUMENT:**
   Tender Document can only be downloaded from the official website of the Council “sctevtodisha.nic.in” and submitted within due date along with Rs.2,625/- (Rupees Two Thousand Six Hundred Twenty Five) only, inclusive of 5% VAT, in shape of Demand Draft drawn in favour of Vice-Chairman, SCTE&VT, Odisha, payable at Bhubaneswar towards cost of the Tender Document.

4. **Pre-Bid Discussion:** Bidders are allowed in person to discuss on the bid on 08.03.2017 at 04.00 PM at SCTE&VT, Odisha, Bhubaneswar.

5. **LAST DATE & TIME FOR RECEIPT OF TENDERS:** The last date & time for receipt of Tender document at State Council for Technical Education and Vocational Training, Unit-8, Near Raj Bhawan, Odisha, Bhubaneswar-751012 is 27.03.2017 up to 2 PM.

6. **DATE, TIME & VENUE FOR OPENING OF TENDERS:**
   (i) **Technical Bid:** Dt. 27.03.2017 at 04.00 PM
   (ii) **Financial Bid:** Dt. 31.03.2017 at 04.00 PM
   (iii) **Venue:** State Council for Technical Education and Vocational Training, Unit-8, Near Raj Bhawan, Odisha, Bhubaneswar.

7. **ESTIMATED COST OF WORK AND EARNEST MONEY DEPOSIT (EMD).**

<table>
<thead>
<tr>
<th>Name of the work (As mentioned under Scope of Work)</th>
<th>Quantity (appox)</th>
<th>Estimated Cost</th>
<th>EMD in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply of QR Coded Answer books</td>
<td>12,00,000</td>
<td>1,30,00,000</td>
<td>2,00,000</td>
</tr>
<tr>
<td>Supply of QR Coded Drawing Sheet</td>
<td>2,00,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre &amp; Post evaluation work of Drawing Sheet</td>
<td>2,00,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The tender document is divided into two parts. The first part called Tender Document-cum-Technical Bid is of seven pages (P 1-7) and the second part called “Financial Bid” is of two pages (P 8-9). Bidders should submit both the bids separately in sealed envelopes mentioning **TECHNICAL BID and FINANCIAL BID** on the concerned envelope and should put both the envelopes in another large sealed envelope super scribing as “**BID DOCUMENT FOR PRINTING & SUPPLY OF QR CODED ANSWER BOOK AND DRAWING SHEET**”.

8. **SELECTION CRITERIA:**
   (i) **Technical Evaluation:** The paper samples of the tenders which satisfy the eligibility criteria and have submitted all the mandatory documents will be sent to Govt. Testing Laboratory for testing. Based on the Test Report the Technical Evaluation will be done.
   (ii) **Financial Evaluation:** The Tenderer has to specify the rates separately for Item no. 1, 2 & 3 in the Financial Bid. The Financial Bid of the technically qualified bidders will be considered for evaluation and selection will be made on the basis of the lowest combined rate for all the three activities taken together.
Scope of Work

**Item-I: Printing & Supply of QR Coded Answer Books**

1. The Front Sheet of the Answer Book should be 105 GSM Maplitho Paper of A4 size from reputed mills having minimum 80 brightness as per IS standard.
2. The serial number of each answer book is to be chronologically printed on the front sheet in the place specified.
3. The front sheet should have Bar-code and QR codes with static & dynamic fields as per the format attached at Annexure-I of the tender document containing the student’s data provided by State Council for Technical Education and Vocational Training, Odisha.
4. The back side of the Front sheet should have Instructions to Students printed in colour as per format attached at Annexure-II of the tender document.
5. The Answer Books shall be manufactured according to the specifications laid down by the State Council for Technical Education and Vocational Training, Odisha. The inner pages of the Answer Books should be Non-absorbing 75 GSM Maplitho white papers from reputed mills having minimum 80 brightness & as per IS standard. The Answer Book should be of A4 size, should contain 32 pages (from 01-32) and will be cross ruled with ruling of 25 lines in light colour as specified and a margin ruling of 3 cm from the left and top. Each inner page of the Answer book must have static bar-code specifying the incremental page no. along with page no and logo at specified places as per format attached at Annexure-III of the tender document.
6. The answer book along with front sheet should be machine thread stitched along the spine using good quality thread (Minimum 5 stitches per inch).
7. Printing of Answer Book with front sheet: The printing of answer book with front sheet refers to printing of static field as well as Dynamic field. The name of Council and the format as specified by the Council should be printed on the Answer Book as static field. The candidate specific information which shall be provided by the Council from time to time is herein after known as Dynamic field.
8. The printing of static field shall be done in single colour. The printing of the dynamic field with candidate specific information and the Bar-code &QR code should be printed with laser printer as per the specification given by the Council.
9. The answer books are to be packed Institution wise, Semester wise and date wise along with a list in good quality firm Cartoon Box after wrapping it with butter cover papers.
10. **Delivery of Answer Books:** The packed Answer Books are to be delivered to all Diploma Examination Centers located throughout the State of Odisha before 04 days of commencement of examination with proper receiving stamp & sign of the concerned authority as per instructions of the SCTE&VT, Odisha. SCTE&VT, Odisha will provide the details of the Examination Centers & their Contact persons who will receive the Answer Books.

**Item-II: Printing & Supply of QR Coded Drawing Sheets**

1. The QR Coded Drawing sheets will be as per the following specification: Specifications of Drawing Sheets- Size: 22” x 28 “, Paper- 140 GSM White (Minimum 80 brightness) of good quality finished paper of reputed mills.
2. The Drawing sheet should have printing on both sides with outer border, Logo, Council name & other Static fields in Grey color. The printing of the dynamic fields with candidate specific information Bar-code & QR codes should be as per format attached at Annexure-IV of the tender document. The student specific data will be as per the format attached at Annexure-V of the tender document with perforation for tearing student details before evaluation and mark foil after evaluation.
3. **Delivery of Drawing Sheets:** The packed Drawing Sheets are to be delivered to all Diploma Examination Centers located throughout the State of Odisha before 04 days of commencement of examination with proper receiving stamp & sign of the concerned authority as per instructions of the SCTE&VT, Odisha. SCTE&VT, Odisha will provide the details of the Examination Centers & their Contact persons who will receive the Drawing Sheets.
Item-III: Pre & Post Evaluation Work of Drawing Sheets

(A) Pre- Evaluation work (to be done in SCTE&VT premises)
1. Unpacking of Drawing sheet packets
2. Verifying the Drawing sheets with the online attendance submitted by the Institutes
3. Tearing off the right bottom portion of the drawing sheets containing the student data and packing it for evaluation with proper tagging

(B) Post- Evaluation work (to be done in SCTE&VT premises)
1. Tearing of the OMR mark foil & scanning through Image scanner using ICR & OMR technology, comparison of ICR & OMR scanned marks & submission of the final data in required format.

General Terms & Conditions

Tenderers responding to this notice shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenders complying partly are liable to be rejected. State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar will process the tenders as per the standard procedures followed by State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar. The State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar reserves the right to select/reject any or all or part of tender without assigning any reason thereof and shall not be bound to accept the lowest bid tender. State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar will not under any obligation, give any clarification to the agencies whose bids are rejected/ not selected.

1. The tender should be submitted in the prescribed tender format only.
2. While submitting tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope superscribing as "Technical Bid". The Financial Bid should be submitted in a separate sealed envelope superscribing as "Financial Bid".
3. Both the sealed envelopes of “Technical Bid” and “Financial Bid” should be kept in a single large envelope superscribing “BID DOCUMENT FOR PRINTING & SUPPLY OF QR CODED ANSWER BOOK AND DRAWING SHEET”.
4. All the pages of the tender document, technical bid and financial bid should be signed by the tenderer or the authorized representative with date on behalf of the tenderer along with seal of the firm.
5. Pre-Bid Discussion- Bidders are allowed to discuss in person on the scheduled date and time.
6. Tenders can be submitted in person at the receiving counter with proper receipt at SCTE&VT, Odisha, Unit-VIII, Near Raj Bhawan, Bhubaneswar-751012 or by Speed Post/Registered Post/Courier addressed to “The Vice-Chairman, State Council for Technical Education and Vocational Training, Odisha, Unit-VII, Near Raj Bhawan, Bhubaneswar-751012", which should reach by the scheduled date and time. The tenders received after the due date and time will be summarily rejected. The SCTE&VT will not be liable for any postal delay.
7. The SCTE&VT is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
8. The Technical Bid envelopes will be opened first in the presence of tenderers or their authorized representative at State Council for Technical Education and Vocational Training, Odisha, Unit-8, Near Raj Bhawan, Bhubaneswar-12.
9. If the bidder qualifies in the Technical Bid (subject to the passing the specified parameter tested in a Govt. Certified laboratory), then the Financial Bid envelope of that bidder shall be considered for evaluation. The Financial Bid of the unsuccessful bidder shall not be opened and shall be kept in the file with the signature of all Committee members with a remark “Not opened because disqualified in the Technical Bid”.
10. No reversion of the price bid will be allowed once the price bids are opened.
11. The successful tenderer should make an Agreement on a non-judicial stamp paper of appropriate value with the State Council for Technical Education and Vocational Training, Odisha, Unit-8, Near Raj Bhawan, Bhubaneswar-12 stating that the firm/agency will abide by all the terms and conditions laid down by the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar before issue of work order.
12. No claim for price increase will be entertained after signing the contract for one year.
13. The Tender(s) will be responsible for the proof reading of all the items approved by the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar and will have to obtain the necessary order from the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar before execution of the work.

14. No additional payment will be made for preparation of samples; Preparation of samples/design shall be made as per the instruction given by the Controller of Examinations/Dy. Controller of Examinations of SCTE&VT Odisha.

15. The Earnest Money Deposit (EMD) - The bidders should enclose two separate Demand Drafts amounting to Rs. 2,625/- towards tender paper cost and Rs. 2.00 lakhs towards EMD along with Technical Bid. The Demand draft should be drawn on any Nationalized Bank in favour of “Vice-Chairman, SCTE&VT, Odisha payable at Bhubaneswar, failing which the tender shall be rejected outright.

16. The EMD is liable to be forfeited in case the supplier fails to execute the order in time or violates any other stipulations as laid down by the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar and the firm shall be black listed.

17. The EMD amount will be returned to the unsuccessful bidders without interest after completion of selection process. In case of successful bidder, the same will be returned without interest only after submission of Performance Security equal to 10% of the tendered value.

18. Performance Security: The successful bidder shall be required to deposit an amount equal to 10% of the tendered value as Performance Security in form of Bank Guarantee/FDR issued by any Nationalized bank in the enclosed proforma at Annexure-VI of the tender document, within seven days of issue of work order.

19. The quantity may vary depending upon the requirement of the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar. The tenderer shall however, not print more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar (without any cost) only with the undertaking that no such Answer Books are kept with the supplier. In case of any default/defect, the Vice-Chairman, State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar is competent to take action as deemed fit, which shall be final and binding on the tenderer.

20. Penalty: In case the office feels that the firm has intentionally delayed the job, penalty as deemed fit by the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar shall be imposed to the extent of financial loss caused to the Council. In addition to penalty by forfeiting the performance security, the tenderer may also be black listed. However, in case the period of execution of work is extended, the reason for delay in execution of the work must be conveyed to State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar at the earliest and looking into the gravity of the situation, the penalty may be reduced and the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar has the discretion to solely decide this.

21. If the bidder fails to complete the job in time and State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm’s bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar.

22. The bidder should have experience in similar type of works at least in any two of the examination boards/universities. Project execution/completion certificate from the various organizations where similar services has been rendered needs to be enclosed.

23. The bidder must not have been black listed earlier by any of the Universities or Examination boards or agencies or any other organisation. The bidder shall furnish an undertaking that he has not been black listed by any organisation.

24. Payment will be made in two stages:
   Stage-I: (a) For item No-1 (i.e. QR coded Answer Book) payment will be released in full after successful delivery of the packed Answer Books at the respective Diploma Examination Centers.
(b) For Item No-2. (i.e. QR coded Drawing Sheets) 50% payment will be released after successful delivery of the packed Drawing Sheets at the respective Diploma Examination Centers and rest 50% will be released after completion of the work mentioned at item no-3.

**Stage-II:**

(a) For Item No-2. (i.e. QR coded Drawing Sheets) Balance 50% payment will be released after completion of the work mentioned at item no-3.

(b) For Item No-3 payment will be released only after completion of pre & post evaluation work including publication of result with due certification by Deputy COE and Controller of Examination and handing over the Drawing marks to the Controller of Examinations in the specified format.

25. The payment will be released with proper deduction of TDS as applicable.

26. No advance will be paid to carry out the work.

27. The Vice-Chairman, State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar reserves the right to change the order quantity without assigning any reason(s) whatsoever. The entire quantity may not be ordered at a time.

28. The Vice-Chairman, State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Vice-Chairman, SCTE&VT, Odisha will be final in this regard.

29. On completion/termination of the work, the firm has to supply the scanned images of total number of QR coded Drawing sheets.

30. Any dispute in the matter is subject to courts in Bhubaneswar jurisdiction only.

31. The bidder should have their own required infrastructure (Printing Press/ Computer/ Scanner/ Image Scanner/ Printer, etc.) and adequate experienced man power to execute the entire work to the satisfaction of the authorities of State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar

32. The Officers of the State Council for Technical Education and Vocational Training, Odisha, however, can visit the premises of the tenderer during the period of the execution of the job to monitor the quality of the work and to ascertain that the items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the State Council for Technical Education and Vocational Training, Odisha shall take such action as deemed fit which shall be final and binding.

33. The tenderer has to submit the sample of Answer Book and Drawing Sheets with QR code with both static and dynamic fields printing along with the tender which needs to be kept in Technical Bid cover.

**Financial Bid**

1) Financial Bids shall be both in the figures and words. No revision of financial bid is allowed once the bid is opened.

2) No alteration or overwriting is permitted in the rates quoted. Any conditional offer with the words such as ‘subject to’, ‘prior sale’ etc. will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.

3) Selection will be made on the basis of the lowest combined rate for all the three activities taken together.

**DECLARATION**

1. I / we have read the above terms and conditions carefully and these are acceptable to me / us.

2. I / we hereby declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been blacklisted by any Government (Central & State) Board/University/Public Undertakings/Banks/R.B.I., etc.

Name of Tenderer _______________________
Address _______________________________  
Signature of Tenderer with Seal & Date.
TECHNICAL BID

(Printing & Delivery of Bar-Coded & QR Coded Answer Books and Drawing Sheets at Diploma Examination Centers, scanning, processing and handing over data, for SCTE&VT, Odisha)

(A) General Information:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the firm / Company</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Address of the Firm / Company</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Head Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Branch in Odisha (if any)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Factory Location.</td>
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</tr>
<tr>
<td>3</td>
<td>Year of establishment.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Telephone Number(s)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Fax No:</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>EMD DD no. date &amp; Bank</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Tender Paper cost DD no. Date &amp; Bank</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Is your firm registered under</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) The Indian Companies Act,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) The Indian Partnership Act</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>If your firm is a sole proprietorship firm (give details).</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>If your firm comes under any other categories (give details).</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Sale Tax/VAT Regn.No./TIN No.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Permanent Account No (PAN).</td>
<td></td>
</tr>
</tbody>
</table>

(B) Specification of the Paper:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Specification</th>
<th>Front Sheet</th>
<th>Answer Book</th>
<th>Drawing Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GSM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tensile Strength.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tear Strength.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Moisture Contain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Thickness.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Brightness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(C) Availability of Computer, Printer & Scanner:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>No of Computers/Printer/Scanner</th>
<th>Make &amp; Specification</th>
<th>Detail of DTP Software &amp; Font used for making Art Work</th>
<th>Working Capacity Hrs/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

(D) Availability of Technical Man Power:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Personnel</th>
<th>Number of Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full Time</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Part Time</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Any other.</td>
<td></td>
</tr>
</tbody>
</table>

(E) Experience of the Firm:
Please enclose Experience Certificate of similar work

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Board/University/Similar Organisations, etc.</th>
<th>Name of work</th>
<th>Volume of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(F) Annual Turnover of last three years. (Enclose documentary proof):

<table>
<thead>
<tr>
<th>Year</th>
<th>Annual Turnover ( in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td></td>
</tr>
<tr>
<td>2015-16</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Tenderer with Seal & Date.

MANDATORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

1. Copy of Company / Partnership Registration Certificates.
2. Copy of latest Sales Tax Clearance Certificate/ Registration Certificate/ VAT
3. Copy of PAN along with IT return of last 3 years.
4. Annual Turnover certificates for last three years.
5. EMD-Demand Draft of Rs. 2 lakhs.
6. Tender Application fee: Demand Draft of Rs.2,625.
7. Sample of QR coded Answer Book and Drawing Sheet (Minimum 2 copies each)
8. Sample of papers of Reputed Mills to be used for inner page & Cover page of Answer Book and Drawing Sheet (minimum 10 sheets each)
9. Experience Certificate for successful execution of similar jobs at least for two Examination Bodies/Universities.
10. Tender document signed with seal & date in each page.

Note: If the above documents are not submitted, the tender will be summarily rejected.
## FINANCIAL BID

(Printing & Delivery of Bar-Coded & QR Coded Answer Books and Drawing Sheets at Diploma Examination Centers, scanning, processing and handing over data, for SCTE&VT, Odisha)

Name & Address of the Firm/Company:

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………………………………………………………………………………………………
………………………………………………………………………………………………

### Table

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Description of the Work</th>
<th>Detailed Specification</th>
<th>Rate per Answer Book / Drawing Sheet (inclusive of delivery cost to all Examination Centers)</th>
<th>Taxes</th>
<th>Total</th>
</tr>
</thead>
</table>
| 1    | 1. Printing & Delivery of packed Answer Books to all Diploma Examination Centers located throughout the State of Odisha before 04 days of commencement of examination with proper receiving stamp & sign of the concerned authority as per instructions of the SCTE&VT, Odisha. | **Front Cover Data Sheet:**  
**Paper:**  105 GSM  
Non-absorbing Maplitho.  
**Size:** A4  
**Colour:** Bi-Colour  
**Printing:**  Dynamic field, Bar-Code & QR code by laser printer.  
**Answer Book Inner Pages:**  75 GSM  
Non-absorbing Maplitho  
**Size:** A4  
**Colour:** White.  
**Pages:** 32 pages  
**Printing:**  Margin Ruling.  
Cross ruling with 25 lines  
Bar-code, Page Numbering & Logo | Rs................................  
(Rupees.......................  
.............................................)only | Rs. ..........  
(Rupees......  
.............................................) | Rs. ........ |
| 2    | 2. Printing & Delivery of packed Drawing Sheets to all Diploma Examination Centers located throughout the State of Odisha before 04 days of commencement of examination with proper receiving stamp & sign of the concerned authority as per instructions of the SCTE&VT, Odisha. | **Size:** 22" X 28"  
140 GSM  
Bi-colour printing on both sides with outer border, Logo, Council name & other Static fields in Grey color and Student data in black as per sample attached at Annexure-IV & V of the tender document | Rs................................  
(Rupees.......................  
.............................................)only | Rs. ..........  
(Rupees......  
.............................................) | Rs. ........ |
<table>
<thead>
<tr>
<th>SI No</th>
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</thead>
</table>
| 3.    | Pre and Post Evaluation work of Drawing sheets              | **Pre-Evaluation:**  
1. Unpacking of Drawing sheet packets received from institutes  
2. Verifying the Drawing sheets with the online attendance submitted by the Institutes  
3. Tearing off bottom portion of the Drawing sheet containing student data  
4. Packing it with thick brown paper with proper rapping.  
5. The details of the Drawing sheets shall be mentioned in the respective places on the packet by Permanent marker and will be properly sealed and handed over for evaluation  
**Post-Evaluation:**  
1. Tearing off the OMR Mark foil from the evaluated Drawing Sheet  
2. Scanning of the OMR mark foil through Image scanner using ICR & OMR technology  
3. Comparison of ICR & OMR scanned marks of each mark foil & submission of the final data in required format to Controller of Examination | Rs...........................................  
(Rupees...........................................only) | Rs. ............  
(Rupees...........................................only) | Rs. ............  
(Rupees...........................................only) |

**GRAND TOTAL**

Signature of Tenderer with Seal & Date.
# Annexure-I

## STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

**DO NOT WRITE ANYTHING IN THIS SPACE**

### PART - I

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**Course**: Diploma

**Exam**: 1st Semester, WIN-2016 R

**Date of Exam**: 20/12/2016

**Branch**: (002) Electrical Engineering

**Subject Code**: BST/03

**Subject Name**: Engineering Mathematics-I

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**This part should be used by the Examiner / Chief Examiner only during manual valuation of Answer script**

### EXAMINER

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**Total Marks**

**Signature of the Examiner**

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**Total Marks**

**Signature of the Chief Examiner**

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## PART - II

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**Course**: Diploma

**Registration No.**: F16096002034

**Name**: PINKU SING

**Examination**: 1st Semester, WIN-2016 R

**Month - Year**: DEC - 2016

**Branch**: (002) Electrical Engineering

**Subject Code**: BET

**Subject Name**: Engineering Mathematics-I

**College**: Nilaasila Institute of Science and Technology, Balasore

**Exam Centre**: Nilaasila Institute of Science and Technology, Balasore

**Date of Exam**: 20/12/2016

**Page No. of the last page written**

**To be filled by the Invigilator, if the Candidate is Absent Write AB**

**Signature of the Student with date**

**Signature of the Invigilator with date**
INSTRUCTIONS TO THE STUDENTS

Please read all instructions carefully before beginning to answer

1. Check the Answer Book thoroughly before filling in details. The Answer Book contains 32 pages excluding the Cover page. If Answer booklet is defective report it immediately to the invigilator.

2. Check the details of your particulars in Part-II of the Cover page. i.e. Name, Registration No., Examination, Subject name, subject code etc. If the information printed in the Cover page does not match with your data report it immediately to the invigilator.

3. You have to sign in the box specified in Part-II after verifying your particulars.

4. You are instructed to use only blue or black ball point pen for answering

3. Ensure that the Cover page Barcode Sheet is properly secured to the Answer Booklet.

4. Do not write or tamper the Barcodes as they may affect marks allotted to you.

5. Students are prohibited from:
   i. Writing their Registration No. or Name in any part of the Answer Booklet.
   ii. Addressing the Examiner in any manner whatsoever in the answer booklet. If they do so, their answers will not be valued.
   iii. Writing Mobile No., email ID, or any other reference in the Answer Booklet
   iv. Bringing Cell Phone/Mobile Phone/Programmable Calculators into the Examination Halls.
   v. Putting any distinguishing mark/religious/any other symbol anywhere in the Answer Booklet.


7. Write down the page no. of the last page written in the specified box in Part-II of the Cover Page.

8. The Answer Book contains 32 pages. One Answer Book will be given per subject. No Additional Sheet will be provided. You have to accommodate all your answers within these 32 pages only.

9. Do not write in the margins and outside the border of the answer booklet pages.

10. Strike out that you do not want to be evaluated. Do not tear out any part of the Answer Booklet.

11. All the bits of a question must be answered at one place.

12. Answer should be written on all pages of the Booklet expect the Cover Page.

13. Candidates are not allowed to leave the Examination Hall during the first hour from the commencement of the Examination.

14. Candidates are not permitted to talk with each other in the Examination Hall. No one should try to give help to others or try seeking any help from others inside or outside the Examination Hall.

15. Candidates are not allowed to write anything on the question paper expect the Registration No. at the specified place in the course examination.

16. Violation of any of the rules mentioned above by the students will render him/her liable of expulsion from the Examination Hall and imposition of such other penalty as deemed fit by the Council.

17. The Answer Booklet should be handed over to the Invigilator before leaving the Examination Hall.
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**MARKS IN WORDS**

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**Teacher Regn. No.**

**Signature of the Examiner**

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**Sl. No.:** 306398

**Course:** Diploma

**Registration No.:** F16096002034

**Name:** PINKU SING

**Examination:** 1st Semester, WIN-2016 R

**Month - Year:** DEC - 2016

**Branch:** (002) Electrical Engineering

**Subject Code:** BEP-105

**Subject Name:** Engineering Drawing

**College:** Nilasaila Institute of Science and Technology, Balasore

**Exam Centre:** Nilasaila Institute of Science and Technology, Balasore

**Date of Exam:** 20/12/2016

---

**Signature of the Student with date**

**Signature of the Invigilator with date**

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Annexure-VI

PERFORMANCE SECURITY GUARANTEE BOND FORM

1. In consideration of State Council for Technical Education and Vocational Training, Odisha (here in after called the SCTE&VT,Odisha) having agreed to exempt______________________(here in after called the said contractor(s)) from the demand of security deposit/earnest money of Rs............................... on production of Bank Guarantee for Rs......................

For the due fulfilment by the said contractors of the terms and conditions to be contained in an agreement in connection with the contract for supply of QR coded Blank Answer Books& Drawing Sheets). We(name of the Bank....................) on the request of Contractor’s do hereby undertake to pay to SCTE&VT, Odisha a all amount of not exceeding, against any loss or damage caused to or suffered or would be caused to or suffered by the SCTE&VT by reason of any breach by the said contractors of any of the terms and conditions contained in the said agreement.

2. We(name of the bank)................................................................ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the SCTE&VT,Odisha....................... stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the SCTE&VT,Odisha....................... reason of breach by the said Contractors of any of the terms and conditions contained in the said agreement or by reason of the Contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the SCTE&VT, Odisha....................... in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs................................................

3. We undertake to pay the SCTE&VT,Odisha, ......................... any money so demanded notwithstanding any disputes raised by the Contractor(s)/Supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s)/Supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank).................................... further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time(One year after) so that it shall continue to be enforceable till all the dues of the SCTE&VT,Odisha....................... under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till SCTE&VT,Odisha.......................certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We (name of the bank) further agree with the Vice-Chairman, State Council shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Vice-Chairman, State Council against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the Vice-Chairman, State Council or any indulgence by the Vice-Chairman, State Council to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s) / Supplier(s).

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by SCTE&VT, Odisha.

Dated:............................................

For
(Indicating the name of the bank)

N.B: This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.