

**Request for Proposal (RFP)**  
**For**  
**Printing of Blank Admit Card, Mark-Sheet and Pass**  
**Certificates with Security features of HSLC/AHM**  
**Examination, 2018**



**For**  
**Board of Secondary Education, Assam**

Ref No: SEBA/EX/COE/34/2017/01

Date of Issue: 28/07/2017

Last date of Submission: 16/08/2017

# Board of Secondary Education, Assam

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# Board of Secondary Education, Assam

## Invitation of RFP Response

Board of Secondary Education, Assam henceforth referred as SEBA, invites Request for Proposal from Reputed printing Industry/Security Printing press for Printing of blank Admit Card, Mark-Sheet and Pass Certificates of HSLC/AHM Examination, 2018 with Security features.

VENDORS having experience of printing and supply of blank forms with security features are invited. The detailed RFP document is available at SEBA's website [www.sebaonline.org](http://www.sebaonline.org) The RFP response of Bidder should be submitted along with the necessary supporting documents and Processing fee of Rs. 10,000/- (ten thousand) only (Non-refundable) with EMD fee of Rs. 200000/- (two lakh) only (Refundable) as per the date and time mentioned in the document.

This RFP document contains the scope of work, qualifying requirements, terms and conditions, forms and procedure for submission of proposal for interested Organizations. The Bidder should submit a detailed Technical and Financial proposal (Two BID System) for the objectives set forth in this RFP document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained. Please visit SEBA's website at <http://www.sebaonline.org> contact the undersigned for more technical details.

Note: In the event of any dispute or differences in connection with the RFP the same will be subject to an arbitration of Secretary, Board of Secondary Education and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-  
Secretary  
Board of Secondary Education, Assam  
Guwahati - 21

# Board of Secondary Education, Assam

## RFP Schedule

Sr. No.	Particulars		Date
1.	RFP Publish		28/07/2017
2.	RFP DocumentDownload		31/07/2017
3.	Last Date of submission of Pre Bid Queries		07/08/2017
4.	Last Date of Bid Submission		16/08/2017
5.	Technical – QualificationOpening(Demonstration of Printed Sample)		29/08/2017
6.	Commercial Bid Opening		31/08/2017

## **Bidding Procedure:**

- 1) All eligible/ interested Bidders are required to download RFP documents from SEBA's website [www.sebaonline.org](http://www.sebaonline.org) and participate. Bidders are requested to make correspondence through e-mail [boardassam@gmail.com](mailto:boardassam@gmail.com) for doubts/information/difficulty regarding submission of RFP response, if any.
- 2) A non-refundable processing fee for Rs. 10,000/- (Rupees Ten thousand only) in the form of a Demand draft or a Pay Order drawn in favour of Secretary, Board of Secondary Education, Assam (SEBA) payable at Guwahati has to be submitted along with the RFP Response. Bids received without or with inadequate RFP Processing fees shall be liable to get rejected.
- 3) Other instructions can be seen in the RFP document. All or any one of the bidder may be rejected by competent authority.
- 4) Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakh) has to be submitted through Bank Draft Address to the Secretary, Board of Secondary Education, Assam (SEBA) payable at Guwahati OR Bank Guarantee of any scheduled / National Bank and should be submitted with RFP document.

### **1. PRE-BID Requirements**

1. a. The RFP response submitted by the bidder shall be based on the clarification, additional facility offered (if any) by SEBA, and this RFP shall be unconditional. Conditional RFPs shall be summarily be REJECTED.

1. b. All bidders are cautioned that RFP response containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional RFP responses will be treated as non-responsive. The bidder should clearly mention in forwarding letter that his offer (in envelope No.1 and 2) does not contain any conditions, deviations, deviations from terms and conditions stipulated in the RFP document.

### **2. Bidding Instructions**

(i). Bidder / Agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this RFP document with full understanding of its terms, conditions and implications.

(ii). A two-envelope selection procedure shall be adopted.

(iii). Bidder (authorized signatory) shall submit their offer separately in two separate sealed Envelopes. The Sealed envelope containing only Hardcopy of Technical Bid (including Pre Qualification Documents) in original and Commercial Bid needs to be submitted to Office of the Secretary, Board of Secondary Education, Assam, Bamunimaidam, Guwahati – 781021.

# Board of Secondary Education, Assam

## **1. Pre-Qualification (Eligibility) Criteria:**

Keeping in view of the sensitiveness, following are prescribed as pre-qualification criteria for Security Printer interested in undertaking the Printing of blank Admit Card, Mark-Sheet and Pass Certificates with Security features of HSLC/AHM Examination, 2018 to be conducted by the Board of Secondary Education, Assam. SEBA invites RFP response only from experienced and security printing press only.

- I. The Bidder shall be registered as a Company, Firm or Society under respective acts in India and should have prominent presence in existence in India.
- II. The firm **should meet all the pre-qualifications by itself**. Joint ventures with other companies or sub-contracting of the job will not be considered and will not be accepted.
- III. The firm **should have valid ISO/IEC 27001:2013 certification** for the Information Security Management System along with ISO 9001:2008.
- IV. **Average annual turnover** of the firm in the last 3 years must be at least **Rs. 20Crores**.
- V. The firm should submit a **Solvency Certificate** from their bankers, for an amount of **Rs.5.00 Crore**.
- VI. The firm should submit a **Valid Tax Clearance Certificate**, issued by the Commercial Taxes Department stating that the firm has paid all the Taxes.
- VII. Firms **should have been empanelled with Indian Banks Association as security printers**, as the work involves printing of highly secure documents such as Marks Statements as well as Pass Certificates.
- VIII. Firms should possess the necessary **equipment for printing of Marks Statements/ Pass Certificates with Variable Data/ Photograph/ QR Code in single pass** using high speed variable data printers.
- IX. Firms having an experience of printing and supplying of **Thermal Laminated Marks Statements/ Pass Certificates** and have successfully supplied 20,00,000 quantity per year during the previous four years for any Educational Boards/Institutions are only eligible to participate in this tender. The eligible firm must possess certificates of successful completion of the work from the State Boards and has to submit in support of the experience.
- X. The firm has to submit a declaration that all/ any/ part of the work(s) involved in this tender **WILL NOT BE SUB-LET**.

XI. **Following certificates are mandatory;**

- i) Company Registration
- ii) Shop & Establishment
- iii) VAT/CST Registration with tax clearance or latest paid challan.
- iv) Service Tax Registration with tax clearance or latest paid challan.
- v) Provident fund Registration
- vi) Professional Tax Registration and tax clearance or latest paid challan.
- vii) Performance Guarantee / Bank Guarantee Certificate Rs. 5 Lakh.

XII. Income Tax return of the last three financial years (FY 2013-14, 2014-15, 2015-16) is mandatory.

XIII. The Turnover\* of the Bidder should be more than Rs.20Crores(TwentyCrores) for last three financial years in the similar business. AuditedBalance sheet from CA should be attached.

(\*Turnover shall be from sales/service forExamination Related activities).

The Company should be profit making for last 3 financial years. Certificate from CA stating the same is mandatory.

XII. The Agency shall have clean legal records or should not be blacklisted by any Govt. organization University /Education Board or nor debarred from bidding in any govt. organisation. Notarized affidavit is to be submitted.

XIII. All the above claims by the Bidder should be supported by authentic documents and verifiable Certificates.

**2. General Conditions:**

- I. This Invitation for Bid is open to all eligible Bidders.
- II. Selection of Bidder will be made purely on the basis of merit, past experience and reputation. As the work to be entrusted is of very sensitive and important in nature, merely quoting lower rates will not make the Bidder eligible for selection.
- III. **Bidder Experience:** The Bidder should have an ability to satisfy our requirements and should have an experience in similar kind of printing works in any Government Organization/Bank/Universities/State Boards and Council etc. The offer should accompany the Proof for the same in terms of supporting documents like Customer Purchase Order copies, Past Experience and Past performance supporting documents clearly mentioning the Name of the Customer, Order Value with Satisfactory Completion certificate issued by the customer for establishing the credibility of the Bidder.

IV. The Bidder should have technically qualified and well-experienced strong resource based on company role.

V. There should be no overwriting in the bidder's offer. If required, striking out entries and writing afresh the bidder can make corrections. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction. All rates given in this RFP must be expressed as Unit Price as stated in Appendix. After award of the contract, if the bidder does not perform the work satisfactorily or delays the execution of the contract, Board of Secondary Education, Assam (SEBA) reserves the rights to cancel contract and get the balance contract executed by another party of its choice. In such case, no payment shall be remitted to the bidder and his EMD shall be forfeited.

**VI. Cost of Bidding**

a. The Bidder shall bear all costs associated with the preparation and submission of its bid and SEBA will in no case be responsible or liable for these costs.

VII. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

**VIII. Late Bids :**

Any bid received by SEBA after the deadline for submission of bids prescribed by the Board, will be rejected and/or returned unopened to the Bidder.

**IX. Clarification of Bids**

During evaluation of bids, the Board may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

**X. Contacting the Purchaser :**

No Bidder shall contact SEBA on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Bidder to influence any official of SEBA in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

**XI. SEBA's Right to Accept Any Bid and to Reject Any or All Bids**

The Board of Secondary Education, Assam (SEBA) reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.



**XII. Authorized Signatory:**

The 'Applicant' mentioned in the RFP document shall mean the one who has signed the RFP response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Bidder shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

**XIII. Signing of Contract**

At the same time as SEBA notifies the successful bidder that its bid has been accepted, the Board of Secondary Education, Assam (SEBA) will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to SEBA. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

**XIV. Delays in the Vendor's Performance**

Delivery of all prescribed items shall be made by the vendor in accordance with the time schedule specified by SEBA. If at any time during performance of the Contract, the vendor should encounter conditions impeding timely delivery of items. The vendor shall promptly notify the Purchaser (SEBA) in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the vendor's notice, SEBA shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

**3. Prices and Taxes:**

- a. Prices quoted by the Bidder should for 1 year contract w.e.f. issue of work order / purchase order.
- b. Prices quoted by the Bidder should be inclusive of all types of taxes, Octroi, etc., complete and delivery at SEBA. The rates should be quoted inclusive of all Modules of the project.

**6. Submission of Tender:**

For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid and Commercial Bid, which must be submitted in separate sealed envelopes.

**Technical bid** should contain documents as per Form A

**It is only when the information about the company in technical bid is found satisfactory; the commercial part will be opened.**

**Commercial bid** should contain price of the System as per format supplied by the University along with the Tender form, duly filled and signed by the authorized person.

**7. Evaluation of the Tender :**

Evaluation under Combined Quality Cum Cost Based System shall be carried out by following the criteria given hereunder;

<b>Sr.No.</b>	<b>Criteria</b>	<b>Weightage (100%)</b>
<b>1</b>	<b>Technical Section</b>	<b>70%**</b>
		<b>(on Scale of 100)</b>
	<ul style="list-style-type: none"> <li>• Experience of working in Education Segment 10 years – 20 Marks</li> <li>• Experience of working in Education Segment for less than 10 years - 10 Marks</li> <li>• Experience of working in Education Segment for less than 5 years - 5 Marks</li> </ul>	<b>20</b>
	Past Experience of assignments of similar nature of printing works (Supply / Printing); <ul style="list-style-type: none"> <li>• Minimum 5 Assignment- 20</li> <li>• Minimum 4 Assignment- 10</li> <li>• Minimum 3 Assignment- 5</li> <li>• Less than 3 Assignment- 0</li> </ul>	<b>20</b>
	Methodology, work plan and understanding of the assignment	<b>20</b>
	Demonstration of the System. (Weightage will be given for readiness of the product with reference to the user requirement)	<b>20</b>
	Professional Competence of the team members (Refer <b>Annexure – X</b> for details)	<b>20</b>
	<b>Total</b>	<b>100</b>
<b>2</b>	<b>Cost Section</b>	<b>30%</b>
	Estimated cost for the present assignment (Refer <b>page no. - 11</b> of RFP for details)	<b>30</b>

**\*\*The minimum qualification marks in technical section shall be 60, interested agency shall have to achieve minimum of 60 marks out of the 100 marks (weightage 70%) to get qualified**

The envelopes containing the technical section shall be opened first and the scores will be given. The technical section will be allotted weightage of 70% while the Time-cost section will be allotted weightage of 30%. First 5 Bidders scoring high in the technical section shall be shortlisted. The time of proposal of those shortlisted Bidders shall be evaluated further. Proposal with the lowest cost will be given a financial score of 100. The Financial score of the other proposals will be computed by employing the formula  $LEC / EC$ , where LEC stands

for lowest evaluated cost and EC stands for evaluated cost. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2,H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations if required and can be recommended for award of contract.

For example:

As an example, the following procedure will be followed. In this particular case of selection the weightage of the technical bids and financial bids is kept as 70:30. In response to the Invitation for RFP, 3 proposals A, B & C are received and the technical evaluation committee awards them 75, 80 and 90 marks respectively. All the 3 proposals are, found technically suitable and their financial proposals are opened. The bid evaluation committee examines the financial proposals and evaluates the quoted prices as under:

Proposal Evaluated cost

A. Rs.120.

B. Rs.100.

C. Rs.110.

Using the formula  $LEC / EC$ , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gives them the following points for financial proposals:

A:  $100 / 120 \times 100 = 83$  points

B:  $100 / 100 \times 100 = 100$  points

C:  $100 / 110 \times 100 = 91$  points

In the combined evaluation, thereafter, the evaluation committee calculates the combined and financial score as under:

proposal A :  $75 \times 0.70 + 83 \times 0.30 = 77.4$  points.

proposal B :  $80 \times 0.70 + 100 \times 0.30 = 86$  points.

proposal C :  $90 \times 0.70 + 91 \times 0.30 = 90.3$  points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

proposal A : 77.4 points : H3

proposal B : 86 points : H2

proposal C : 90.3 points : H1

Proposal C at evaluated cost of Rs.110 is, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

**While the above procedures lay down the overall guidelines, Board of Secondary Education, Assam (SEBA) reserves the right to select the Bidder based on other parameters at its discretion.**

**8. Cancellation of Contract:**

In case of any breach of any terms and conditions by the successful bidder / contractor, Board of Secondary Education, Assam (SEBA) reserves the right to cancel the agreement by giving 7 days notice to the Bidder.

**9. Termination for Default**

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the vendor, terminate the Contract in whole or part at risk & cost of defaulting vendor:

- a. If the Vendor fails to complete any or all of the Modules within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, or
- b. If the Vendor fails to perform any other obligation(s) under the Contract, or
- c. If the Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d. Source code of the product/software shall be the intellectual property of the SEBA and shall be handed over to the Board after successful completion of the project.

**For the purpose of this Clause:**

**"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

### **Selection of Vendor:**

1. The interested vendors may carry out the study of the requirements at their own cost, based on the Terms of Reference (TOR) of SEBA.
2. The interested vendor shall submit a detailed Technical and Financial Proposal as per the RFP document.
3. The technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee.
4. The short listed vendors will be required to provide detailed demonstration of similar types of works undertaken by them earlier, on specified date as will be decided by the Board of Secondary Education, Assam (SEBA), in consultation with the vendor.
5. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
6. In the event of any dispute or differences in connection with the RFP the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

# Board of Secondary Education, Assam (SEBA)

## A. Introduction:

### **About Board of Secondary Education, Assam (SEBA)**

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

SEBA intends complete the following

## **B.SCOPE OF WORK:**

### **1. Printing and supply of Admit Card, Mark-Sheet and Pass Certificate with following security features.**

<b>1.</b>	<b><u>Paper Based Security features</u></b>	Paper – the paper to be used for printing of statement of marks and Certificate will be specially manufactured by mixing Florescent Security Fibbers at pulping stage. The UV Florescent Fibers will be embedded in the paper at the manufacturing stage and will be visible under U.V. light. Approximately 125 to 150 fibbers will be embedded in the document GSM variation should not be more than 2.5%
	<b><u>Dandy Water Mark</u></b>	Dandy Water Mark is highest form of Security Feature, universally being, incorporated in all Documents of importance. This water mark cannot be copied or scanned by anybody and hence, this is treated as best form of security feature. The water mark is created while making the paper.
	<b><u>Paper Weight</u></b>	106/140/180 GSM Parchment Paper with Dandy Water Mark and Invisible Security Mark.
<b>2.</b>	<b><u>U-Verify</u></b>	Text, Picture, Image printed should not be visible to the naked eye and cannot be copied by using computerized scanner or color copier. Such Image/matter or picture printed should be visible only under certain range of UV rays.
<b>3.</b>	<b><u>SOOKSHMAKSHAR (Micro Lettering)</u></b>	Invisible printing of SEBA's name and this can be seen only with the help of an eye-glass and should not be visible with naked eye.

<b>4.</b>	<b><u>High Resolution Border</u></b>	Fine decorative high resolution border has to be printed in the Pass Certificates through mathematical calculation. This should not be copied by other.
<b>5.</b>	<b><u>NUMBER THROUGH</u></b>	Continuous serial no. printed in Document can be seen from the back side, hence it would be difficult for anybody to alter or change because of this special printing method.
<b>6.</b>	<b><u>MASK-A-PRINT</u></b>	The matter printed, with special effect printing, can be seen with special type FILM and printed matter cannot be seen otherwise.
<b>7.</b>	<b><u>COPY-N-CHECK</u></b>	By this method, if copy of the Document is made through Xerox Machine, the Word "COPY" or "DUPLICATE" or "VOID" will appear.
<b>8.</b>	<b><u>SPARSH PARIKSHA (Thermal Lettering)</u></b>	The matter or Logo printed will be visible to the naked eye, but it will DISAPPEAR if exposed to certain temperature or rubbing by hand, by hot air. The disappeared logo should be reappeared in its original form, once it comes back to room temperature.
<b>9.</b>	<b><u>RRISMATIC PRINTING</u></b>	The Security Document should be printed in multi-shaded colors as in RAINBOW and should look fine. It should be difficult to be copied by others.

**Please fill-up the FORMS in next three pages with utmost care**

**Form-A**

**Pre-qualification Criteria**

**Eligibility Criteria and supporting documents required for Submission of RFP Response:**

Sl.No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1	The Vendor shall be a single entity, registered as a Company, Firm or Society under respective acts in India and Should have been in existence in India for the last five years.	Self-attested copies of Company Incorporation Certificate or Registration Certification from ROC.	
2	The Vendor must be registered in India with appropriate tax authorities.	Self-attested Copies a)Service Tax Registration, b)VAT Registration c)PAN Card.	
3	The Vendor has to submit Income Tax Return for last three years	Self-attested Copies of IT Return.	
4	The Vendor should have had an average business turnover <b>As mentioned pre qualification criteria.</b>	a)Self-attested Copies of Certificate from the Chartered Accountant of the Organization. b) Self-attested Copies of Audited Balance sheets for last three years.	
5	Should have technically qualified and well-experienced.	Resumes of key resources available on company roles. (With proper seal and Signature)	
6	The Vendor should have registered under Provident fund authority.	PF/EPF Certificate to be attached	
7	Copies of Documents / purchase orders and letter of completion from customers for Similar projects completed.	Self-attested Copies of the major projects completed proving the experience as mentioned in Pre-Qualification criteria.	
8	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Undertaking document with proper seal and signature.	



9	Processing fee of Rs. 10,000/- (non-refundable.)	Through Bank Draft address to the Secretary, Board of Secondary Education, Assam payable at Guwahati	
10	EMD of Rs.200,000/- (Refundable)	Through Bank Draft address to the Secretary, Board of Secondary Education, Assam payable at Guwahati	
11	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
12	Form B	TENDER Letter Performa	
13	Form C	Details of experience	
14	Letter of Authorization	Authorizing signatory	

**FORM B**  
**RFP Letter Performa**

To,

The Secretary,  
Board of Secondary Education, Assam,  
Guwahati - 781021

Sub :RFP for selection of vendor for Printing of blank Admit Card, Mark-Sheet and Pass Certificates with Security features of HSLC/AHM Examination, 2018.

Sir,

The undersigned having read and examined in detail all the FRP documents pertaining to your assignment-do hereby expresses the interest to do the work as specified in the scope of work in RFP document and agreed to all terms and conditions as specified in the scope of work in tender document.

Sl. No	Description	Response
1.	Name of the Vendor	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our Proposal is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Witness by – Signature:

Name:

Address

Date:

Place

## FORM-C

**DETAILS OF EXPERIENCE of handling Student's Admissions, Enrolment and Registration related activities:**

SR.No.	Name and Address of The client	Date of start of the work	Date of completion	Work Details	Cost of the Project
1.					
2.					
3.					
4.					
5.					

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

**FORM-D**

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs.100.00/-

I/WE,.....owner of  
..... representing  
.....,

hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of SEBA, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/registration shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the Board to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the Board shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner  
/Chief Executive)

Name :

Date :

Place :

**Proforma - I**

**DECLARATION regarding NON - Blacklisting**

Date :

To,

The Secretary,  
Board of Secondary Education, Assam  
Guwahati - 21

Sub :RFP for selection of vendor for Printing of blank Admit Card, Mark-Sheet and Pass  
Certificates with Security features of HSLC/AHM Examination, 2018.

Dear Sir,

In response to your RFPref No. \_\_\_\_\_, as a  
Proprietor/Director/Owner of M/S \_\_\_\_\_, I/We  
hereby declare that our Company is not blacklisted by Government of India/Government of  
Assam or any other state government/union territory as well as there are no criminal cases  
against company and any of the board members.

Also our Company is having clean legal records. Also there are no open legal cases /  
petitions in any of the courts / high courts related to our service.

Thanking you;

Signature of Authorised Signatory with Name, Designation & Seal

**Proforma - II**

**BIDDER'S AUTHORISATION CERTIFICATE**

To,

The Secretary,  
Board of Secondary Education, Assam  
Guwahati - 21

Sub :RFP for selection of vendor for Printing of blank Admit Card, Mark-Sheet and Pass Certificates with Security features of HSLC/AHM Examination, 2018.

Dear Sir,

\_\_\_\_\_, is hereby authorized to sign relevant tender documents on behalf of the Company in dealing with Tender of reference \_\_\_\_\_ dated \_\_\_\_\_. He is also authorized to attend meetings and submit Technical and commercial information as may be required by you in the course of processing above said tender.

Thanking you,

The Specimen signature of the authorized person is as:-

**AUTHORIZED SIGNATORY**

\_\_\_\_\_

Name :

Seal:

## Commercial BID format

(Only for reference, to be submitted in Company's Letter Head)

Sr. No.	Description	Cost
1	Cost per <b>candidate</b> for 1 year contract inclusive of : <b>(Blank Stationeries)</b> ❖ Paper / Printing of Admit Card ❖ Paper / Printing of Mark-Sheet ❖ Paper / Printing of Pass Certificate  (Goods to delivered in a location Guwahati or other that within Indiaas mentioned by SEBA)	
2	Cost per <b>candidate</b> for 1 year contract inclusive of : <b>(With variable Data Printing)</b> ❖ Paper / Printing of Admit Card ❖ Paper / Printing of Mark-Sheet ❖ Paper / Printing of Pass Certificate	

(Seal and Signature of  
Proprietor/Partner /Chief Executive)

Name :

Date :

Place :

\*\*\*\_\*\*\*\_\*\*\*