



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27

Phone: 0471-2380910, 912

Ref. No. C-DIT/05/INF-PRINTING/2025-26/T636

Date 21.05.2025

TENDER NOTICE

PRINTING AND SUPPLY OF PREPRINTED ANSWER BOOKLETS AND STICKER TYPE BARCODE

Sealed tenders are invited for the “printing and supply of Answer Booklet-10,100Nos, and Sticker Type Barcode”. The envelopes containing the tender should bear the superscription ***“Tender for printing and supply of Answer Booklets and Sticker Type Barcode “*** and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending bidders may submit the tenders on their own papers by courier/post/hand. Last date for receipt of tenders is **26.05.2025, 12.30 PM**. Late tenders will not be accepted. The tenders will be opened at **12.40 PM on the same day** in C-DIT office in the presence of the bidders or their authorized representatives who may be present at that time. Details of the requirements including schedule, drawing, and other conditions can be downloaded from our website www.cdit.org

Thiruvananthapuram

21.05.2025

Sd/-

REGISTRAR



TENDER TERMS

PRINTING AND SUPPLY OF ANSWER BOOKLETS (10,100 NOS)

1) GENERAL TERMS AND CONDITIONS

- a) This Tender is invited for the “Printing and Supply of Answer Booklets and sticker ty Barcode” as per the requirement specification.
- b) C-DIT reserves the right to cancel the tender without assigning any reason whatsoever

2) ELIGIBILITY CRITERIA OF BIDDER

1. The bidder should have three years of experience in similar work. The firm must have their own printing facility preferably in Thiruvananthapuram.
2. The bidder must have a currently valid GST registration certificate and PAN number.

3) SPECIFICATIONS/REQUIREMENT

REQUIREMENT

Sl No	Item Description	Quantity Required
1	Printing of Preprinted Booklet	10,100 Nos
2	Printing of Additional Sheets	2,000 Nos
3	Sticker Type Barcode for Main Booklet	50,500 Nos
4	Sticker Type Barcode for Additional Booklet	4,000 Nos

SPECIFICATION

Sl No	Parameter	Specification
A	PRINTING OF ANSWER BOOKLET (10,100Ns)	
1	Paper Size	A4 size
2	Pages	32 numbers per each booklet with barcode affixed page number
3	Paper type	Maplitho, 70 GSM or above
4	Printing Colour	Green, Black & White
5	Printing on first two pages and in the last page (matter will be given)	
6	Booklet starting number -2526100000 (in barcoded form), each page should have barcode of booklet number appended with page number, barcode type PDF417 . (Booklet page numbering format 2526100000_01, 2526100000_02, 2526100000_03,.....2526100000_32)	
7	Side stitching on left side with prominent cutting mark	
8	Wrapping in bundles of 200 answer booklets	
9	Number of answer booklets	10,100(approx)
B	PRINTING OF ADDITIONAL SHEETS	
10	Printing additional sheets (4 pages)	2000 nos
11	Additional Sheet barcode starting number	25261000 (in barcoded form) appended with page numbering and additional sheet barcode
12	Each barcoded data should be printed with maximum accuracy and clarity so that it should be clearly readable at the time of automatic scanning process.	
C	Sticker type Barcodes- For Main Booklets	
1	The barcodes should be printed with maximum accuracy and clarity so that it should be clearly readable at the time of the automatic scanning process.	
2	Barcode type	PDF 417
3	Barcode starting No	25261000000 (in barcoded form of PDF 417 type)

4	Each barcode should be in quintuplicate (five identical copies) form and printed in landscape format in a single row of A4 size paper	
5	Quantity	50,500 (approx)
D	Sticker type Barcodes -For Additional Sheet booklets	
1	The barcodes should be printed with maximum accuracy and clarity so that it should be clearly readable at the time of the automatic scanning process	
2	Barcode type:	PDF 417
3	Barcode starting No	25261000 (in barcoded form of PDF 417 type)
4	Each barcode sticker should be printed in an A4 paper with corresponding barcode value and blank space for candidate roll number & signature in a single row.	
5	Quantity	: 4000 (approx)

4) SPECIAL CONDITIONS FOR THIS WORK

- I. The agency should be bound to maintain secrecy of the printing activities and should not disclose the authority of the booklets to any third party.
- II. Each barcoded data should be printed with maximum accuracy and clarity so that it should be clearly readable at the time of automatic scanning process.
- III. Quality of printing must be at most. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately & total cost will be borne by the bidder.

5) OTHER TERMS AND CONDITIONS

1. The rate should be quoted for the unit shown in the list and tenders which do not indicate this essential information will not be considered.
2. The quoted rate should be inclusive of all taxes, freight charges and complete charges wherever not otherwise specified. No escalation of rates is admissible.
3. CDIT reserve right to place purchase order for any quantity and payment shall be made against to the purchase order.
4. The rate quoted for the work shall be final and no enhancement will be allowed under any circumstances. The enhancement of rate will cause the cancellation of the work order and security deposit will be forfeited.
5. Delivery period shall be specifically indicated in the tender and strictly adhered to. The supply shall be arranged within **5 days** on receipt of the firm order.

Any delay in the delivery period after the supply order is placed may result in cancellation of the supply order

6. Income tax as per rules will be deducted from the bill. The quoted amount will be treated as the total **amount inclusive of GST** and liability on account of GST and /or any other govt. taxes / levies that may arise on this contract shall be borne by the contractor in full and this must be reflected in the Invoice which is to be submitted after the completion of the work.
7. **The bidder shall submit the price offers in “FORM B” in a sealed envelope.**
8. **The bidder has to submit Rs.1,000/- (Rupees One Thousand only) as Tender fee along with the bid as Demand draft (from any Nationalised/scheduled bank) drawn in favour of “The Registrar, C-DIT” payable at Thiruvananthapuram.**
9. The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract including the arbitration clause.
10. The Tenderers are responsible for effecting supply and execution to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
11. **Agreement:** Successful bidder shall have to execute a running contract agreement for the printing and supply with C-DIT for a period of one year, which is extendable up to two years on mutual agreed terms and conditions.
12. Soft copy of content for printing will be provided by C-DIT with type settings.
13. C-DIT reserves the right to reject any or all the tenders without assigning any reason thereof.
14. Payment:
 - 100% payment shall be made against supply of full quantity of materials and submission of invoice.
 - No Advance Payment will be made. Payment shall be made only after satisfactory supply of printed materials and submission of invoice thereafter.
15. The successful bidder who claim bid security/ EMD Exceptions should furnish the Bid Security Declarations form on a stamp paper worth ₹ 200/- in the format issued by C-DIT.
16. If the tenderer furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.

17. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation (Amendment) Act, 2015. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/Kerala will have exclusive jurisdiction over the same.
18. **Authority:** The authority for the acceptance of the tenders rests exclusively with the C-DIT. C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.
19. **Tender Submission:** The tender shall be submitted in sealed envelope at CDIT, Chithranjali Hills, Thiruvallam including all the supporting documents mentioned in the eligibility condition along with the tender.
20. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum to it. Corrigendum to this tender shall be published in the site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.
21. **In case of doubt:**
If the bidder has any doubt on technical specifications, please contact **Smt. Nisha L R, HoD (ISD), in Mobile Number: 9400302948**
22. **The last date for bid submission is 26.05.2025 12.30 PM.**
The bid opening will be at 12.40 PM on 26.05.2025.

Sd/
REGISTRAR, C-DIT



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FORM -B

PRINTING AND SUPPLY OF ANSWER BOOKLETS AND STICKER TYPE BARCODE

Quote No

Date

SI No	Item Description	Quantity Required	Unit Rate With GST	Total With GST
1	Cost for Printing and Supply of Answer Booklet (As per tender Specification)	10,100 Nos		
2	Cost for Printing and Supply of Additional Sheets (As per tender Specification)	2,000 Nos		
3	Cost for Printing and Supply of Sticker type Barcodes- <i>For Main Booklets</i> (As per tender Specification)	50,500 Nos		
4	Cost for Printing and Supply of Sticker Type Barcode- <i>For Additional Sheet booklets</i> (As per tender Specification)	4000 Nos		
	TOTAL			

Rate should be quoted including taxes, freight charges and delivery at site.

Bidder Name:

Address:

Mobile No.

e-mail id:

Signature

Date

Office Seal