



No. C-DIT/01/TED-QTN/2025-26/T 747

Date: 07.01.2026

TENDER NOTICE

**TENDER FOR PRINTING AND SUPPLY OF QUESTION PAPERS ON A RUNNING
CONTRACT BASIS**

Sealed tenders are invited for “printing & Supply of question papers on Running Contract”. The envelopes containing the tender should bear the superscription “*Tender for Printing & supply of question papers on running contract basis* “ and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali 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 **13.01.2026, 11.00 AM**. Late tenders will not be accepted. The tenders will be opened at **11.30 AM on 13.01.2026** 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 Tender terms, specification, and other conditions can be downloaded from our website www.cdit.org

Thiruvananthapuram

07.01.2026

Sd/-

REGISTRAR



No. C-DIT/01/TED-QTN/2025-26/T 747

Date: 07.01.2026

TENDER TERMS

TENDER FOR PRINTING AND SUPPLY OF QUESTION PAPERS ON A RUNNING CONTRACT BASIS

GENERAL TERMS AND CONDITIONS

- a) This Tender is invited for “printing & Supply of question papers on Running Contract”.
- b) C-DIT reserves the right to cancel the tender without assigning any reason whatsoever

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. **Copies of document should be attached.**
3. An undertaking to the effect that the bidder has not been blacklisted by any departments/organizations/agencies of Govt. of India/State Govt/PSUs.
4. Bidders should be a registered company or registered business firm as per Indian Law having required licenses for the printing and supply of similar services.

SPECIFICATIONS

Sl.No	Parameter	Specification
1	Paper size	D ¼, (21 x 28 cm)
2	Paper type	70 GSM maplitho
3	Printing	Double side - with Single colour printing (B/W)

APPROXIMATE NUMBER OF QUESTIONS EXPECTED TO PRINT IN A SINGLE CENTRALISED EXAM

Sl No	2 pages		4 pages		5 pages	
	Total quantity printed in each exam schedule**	Types of Questions	Total quantity printed in each exam schedule**	Types of Questions	Total quantity printed in each exam schedule**	Types of Questions
1	2850	32 types	12050	28 types	3700	10 types

Note: 3 centralised examinations across state in an academic year

OTHER TERMS AND CONDITIONS

5. **Contract Period: Initially for one year, extended up to two years on mutual consent, subject to satisfactory performance of the firm during the contract period.**
6. **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.**
7. **The quoted rate should be inclusive of all taxes, freight charges and complete charges were ever not otherwise specified. No escalation of rates is admissible.**
8. **After placement of running contract, formal work orders will be placed for the printing and Supply of Question papers to the consignees as and when required, and reserve right to issue work order for any quantity of items in the running contract and payment shall be made against the work order.**
9. **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.**
10. **The anticipated quantity shown is only an indicative figure. The requirement may vary.**
11. **The firm shall have all the infrastructure for printing, pre press and post press facilities for undertaking the printing requirements of C-DIT on short notice.**

12. Income tax as per rules will be deducted from the invoice. 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.
13. **No Advance Payment will be made.** Payment shall be made only after satisfactory supply of printed materials and submission of invoice thereafter.
14. **The bidder shall submit the price offers in "FORM A" in a sealed envelope.**
15. **EMD: The bidder shall submit an amount of ₹ 2,000 as EMD, along with the tender in the form of Demand draft drawn in favour of Registrar, C-DIT payable at Thiruvananthapuram.**
16. **Agreement:** Successful bidder shall have to execute a running contract agreement for the printing and supply of question papers, with C-DIT for a period of one year, which is extendable up to two years on mutual agreed terms and conditions.
17. Quality of printing must be at most. The items delivered should be as per the specification mentioned and with clear visibility of contents. If found defective, the same has to be replaced immediately by the bidder and cost for the same will be borne by the bidder.
18. Soft copy of the content of the document for printing will be provided by C-DIT with type setting.
19. C-DIT reserves the right to reject any or all the tenders without assigning any reason thereof.
20. The successful bidder who claims Bid Security/EMD Exemptions should furnish the Bid Security Declaration form on a stamp paper worth ₹ 200/-, in the format attached as 'Annexure I', and should submit in C-DIT after getting the Purchase order. The original/hard copy shall be sent by registered post addressed to The Registrar, C-DIT, Chithranjali Hills, Thiruvallam, Thiruvananthapuram- 695027
21. **Payment:** 100% payment shall be made against submission of invoice and the supply of full ordered quantities of the materials.
22. 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.

23. 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.

24. Authority: The authority for the acceptance of the tenders' rests exclusively with the C-DIT. The 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.

25. 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 C-DIT web site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.

26. In case of doubt:

If the bidder have any doubt on technical specifications, please contact **Smt Resmi Chandan, HoD(TED), in Mobile Number: 9746070178**

The last date for bid submission is 13.01.2026 11.00 AM.

The bid opening will be at 11.30 AM on 13.01.2026

Sd/
REGISTRAR, C-DIT
07.01.2025



**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(C-DIT)**

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/01/TED-QTN/2025-26/T 747

Date: 07.01.2026

FORM -A

FINANCIAL BID

**TENDER FOR PRINTING & SUPPLY OF QUESTION PAPERS ON A RUNNING
CONTRACT BASIS**

Quote No:

Date:

Sl No	Number of Copies	Number of Pages								
		Unit rate for 2 pages	Unit rate for 3 pages	Unit rate for 4 pages	Unit rate for 5 pages	Unit rate for 6 pages	Unit rate for 7 pages	Unit rate for 8 pages	Unit rate for 9 pages	Unit rate for 10 pages
1	Up to 50									
2	51 to 100									
3	101 to 200									
4	201 to 300									
5	301 to 400									
6	401 to 500									
7	501 to 800									

8	801 to 1000									
9	1001 to 1200									
10	1201 to 1500									
11	1501 to 2000									
11	2001 and above									

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

Bidder Name:

Address:

Mobile No.

e-mail id:

Signature

Date :

Office Seal

ANNEXURE - I

BID SECURING DECLARATION

Documents relating to Bid Security

(To be submitted as part of Proposal, along with supporting documents like UDYAM
Registration Certificate)

A Bid Securing Declaration in lieu of bid security in the following format; Bidders
exempted from submission of bid security must submit this declaration

Bidder's Firm Name _____

(Address and contact details)

Bidder's Reference No _____ Date _____

PAN No. _____ GST No. _____ Udyam Reg. No _____

To

The Registrar

Centre for Development of Imaging Technology(C-DIT)

Chithranjali Hills, Thiruvallam

Thiruvananthapuram- 695027

Tender Ref; No: _____

Tender Title: Proposal for providing _____

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the
Proposal must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender of C-DIT for 2 years from the date of opening of this Proposal if we breach out obligation(s) under the Tender conditions if we:

- 27. Withdraw/ amend/ impair/ derogate, in any respect, from our proposal, within the validity of proposal; or
- 28. being notified within the validity of Proposal of the acceptance of our proposal by the C-DIT
 - a) refused to or failed to produce the original documents for scrutiny or the required performance security within the stipulated time under the conditions of the Tender Document
 - b) Fail or refuse to accept the Vendor Selection Letter
 - c) Fail to effect the supply/ installations/ services or works as per the supply order/ purchase order/ work order with in the time scheduled and as per the specification therein in accordance with the RFB/ Bid/ Tender Notification and our proposal/ offer.

We know that the Bid Securing Declaration shall expire if we are not selected as Vendor for providing..... (name of work) upon:

- receipt by us of your notification:
 - a) of Cancellation of the entire RFP process or Rejection of all Proposals or
 - b) of the name of the successful bidder.
- Sixty days after the expiration of the Validity of Proposal or any subsequent extension to it.

We understand that in case of failure from our end in completing the supply/ installation/ services or works to the satisfaction of C-DIT in accordance with the terms and conditions and rate and taxes agreed upon by us as per the tender and bid offer, C-DIT will be at the liability to get the supply/ installation / services/works completed by any other means at their sole discretion, and to recover the additional cost, expenses, including damages and interests thereon if any from the payments due to us by way of performance security, bid security or payments under any contract, or from the assets or properties belonging to us by way of revenue recovery or such measures at it deem fit.

Signature of bidder.....

Designation.....

Name.....

Duly authorized to sign the Tender

Date.....

Office Seal
Place.....

Note: The above declaration, duly signed and sealed by the authorized signatory of the entity on its letterhead, should be uploaded along with proposal.