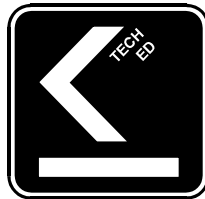


**E-TENDER DOCUMENT**

**FOR**

**PRINTING AND SUPPLY OF**

**VARIOUS TYPE OF ANSWER BOOKS / OMR SHEETS**



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Rs. 500/-

**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING(PSBTE & IT)**

**PHONE NO.0172-2612262, 2622586**

## Section I

1	Tender No.	PSBTEIT/2018-19/9
2	Total pages	14
3	Description	Printing and Supply of Various Type of Answer Books / OMR Sheets
4	EMD	Rs. 2 lac
5	Sale of E-Tender Document	28/06/2018
6	Tender document cost	Rs 500/-
7	Last Date of Submission of online tender	25/07/2018 05:00 p.m.
8	Date of Opening of Technical bid	26/07/2018 11:00 a.m.
9	Tenderer shall upload bids on the website	<a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
10	The tender document shall also be available on the Board's website	<a href="http://www.punjabteched.com">www.punjabteched.com</a> and <a href="http://www.punjabteched.net">www.punjabteched.net</a>
11	Opening of Commercial Bid	To be intimated later
12	<p>If the date of opening of e-tenders happens to be a holiday then the e-tenders will be opened on the next working day at the same time.</p> <p>Tenderers must ensure that their Digital Signature must be valid at the time of tender evaluation</p>	
13	The Punjab State Board of Technical Education and Industrial Training, Chandigarh shall not be responsible for any failure in uploading of the tender documents.	

## Section II

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## **Section III**

### **General Conditions**

1. The Punjab State Board of Technical Education and Industrial Training (PSBTE & IT), Chandigarh invites bids "Printing and Supply of Various Type of Answer Books / OMR Sheets" through e-tendering. Tenderers are advised to study the tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
2. Bids are to be submitted online. A Valid Digital Signature Certificate(DSC) is mandatory to participate in the e-tendering process which may be procured from any of the authorized Certifying Authority (CA), such as; MTNL, TCS, emudhra, N-code, Sify. For participating in the e-tendering process, the tenderer shall have to get themselves registered with <https://eproc.punjab.gov.in> and get user ID, Password. For any clarification/difficulty regarding e-tendering process e-Procurement helpdesk may be contacted 0172-2791226/2791326.
3. Interested tenderers can download the e-tender documents online from website <https://eproc.punjab.gov.in>
4. E-tender document fee as given in Section I (page 2) as applicable shall be strictly paid through online mode. Other mode of payment will not be considered.
5. The tenderers will have to deposit Earnest Money deposit (EMD)/Bid Security (Refundable) as given in Section I (page 2) which is to be paid through online mode. Other mode of payment will not be considered.
6. E-tender processing fee (Non-Refundable) as applicable shall be paid strictly through online mode. Other mode of payment will not be considered.
7. Corrigendum / Addendum / Corrections, if any will be published on the website <https://eproc.punjab.gov.in>
8. This tender document is not transferable.
9. All bids are to submitted online and no manual receipt of bids shall be entertained.
10. Tenders which are not on the prescribed tender form will be rejected straightway. Telegraphic quotations will not be accepted.
11. Tenders not meeting specifications as per the tender document will be ignored.
12. The E-tender document fee/ E-tender processing fees shall not be refundable under any circumstances.
13. The successful tenderer will have to deposit a security amount as specified in this document.
14. Secretary, The Punjab State Board of Technical Education & Industrial Training, Chandigarh, reserves the right amend the bid documents or extend the deadline for submission of bids.

15. The tenderer shall bear all costs associated with the preparation and submission of its bid, and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
16. The tenderer shall upload all the relevant documents on the e-tendering portal.

## Section IV

### CONDITIONS GOVERNING THE TENDER FOR PRINTING AND SUPPLY OF VARIOUS TYPE OF ANSWER BOOKS / OMR SHEETS

1. E-tenders for printing and supply of various Type of Answer Books / OMR Sheets are invited from the Offset printers having their own off-set printers to supply various type of Answer books/OMR Sheets and having experience of at least three years of OMR Sheets printing & Supply to Govt. department/Board/Educational Institutes during last five years (Please attach the photocopy of the purchase order). The tenderer should have relevant experience of printing of Answer Books and having turn over of above Rs. 1.5 crore each year for 3 financial years i.e. 2014-15 , 2015-16 and 2016-17. The Tenderer should be registered under GST. Only e-tenders received as per schedule given in section I (Page 2) will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions.
2. Tenderer should not have been penalized for any reason by Board in the past for Printing and Supply of Various Type of Answer Books / OMR Sheets.
3. Tenderer not registered with GST (Goods and Service tax) will not be eligible to participate in the e-tender.
4. Each e-tender should be accompanied with earnest money as given in Section I (page 2) which is to be paid through online mode. Other mode of payment will not be considered as mentioned in Section III(6). No concession/ exemption regarding deposit of earnest money will be given on any ground, what so ever and tenders not accompanied with earnest money will be rejected straightway.
5. Online Technical bids will be opened first as per schedule given in Section I (page 2) in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened, who are found to qualify as per “Technical Bid”. Officers of the Board may inspect the premises of the tenderer in order to verify the particulars mentioned in the Technical Bid. Commercial Bids will be opened after finalizing the Technical Bids.
6. Various Type of Answer Books / OMR Sheets are to be supplied as per the specifications indicated in Schedule ‘A’. If the supply is not in accordance with the specifications indicated in Schedule ‘A’ (other than GSM) the whole or part of supply may be rejected by the Board and the firm is liable to take back the supply at its own cost and the amount of EMD /security money and supplied material will be forfeited.
7. Rate should be quoted per Answer Books / OMR Sheets in the Proforma of “Commercial Bid” attached with Schedule ‘A’, which should be inclusive of all taxes, printing/ binding/ freight/ GST/ Toll taxes etc. as may be applicable at any time during the execution of the order by the supplier.
8. Tenderer will have to supply 3 identical samples of the papers on the day and time of opening of technical Bid (A design/pattern of the Answer Books required by the Board can be seen in the Board’s Office on any working day). The sample of paper must be signed and stamped by the tenderer. Any tenderer not supplying 3 identical samples as mentioned above shall not be considered.

9. Tenderer shall supply Various Type of Answer Books / OMR Sheets exactly as per specifications indicated in Schedule 'A'. Any number of sample of papers used for printing may be drawn by the Board officials from the material at random and get tested from any laboratory of repute. Expenses of laboratory testing will be borne by the Board, in case material supplied is as per specification of GSM or within admissible tolerance limit as mentioned below. But in case material supplied is not as per specifications and is beyond tolerance limit then the laboratory expenses will be charged from the suppliers. The following percentage of variation in GSM will be tolerable :

- i) Map litho Paper – 2.5%
- ii) Writing /Printing Paper – 2.5%

In case variation in GSM is more than the above said tolerance limit, the following price cut/penalties shall be levied :

- a) Price of supply material will be reduced directly in proportion to the less GSM supplied and
  - b) Penalty @ 3% on bill amount for per less GSM from specification i.e. if variation in GSM is 2 then penalty @ 6% if variation in GSM is 3 then penalty @ 9% may be imposed on total bill amount and will increase in the same proportion in case of more variation.
  - c) Laboratory charges will be deducted from the supplier.
  - d) In case GSM variation is more than 10, unused material will be rejected and security as well as earnest money will be forfeited.
10. Paper should be of first quality. In case inferior quality paper found by the committee, the whole/part of supply can be rejected of the firm & penalty will be imposed as decided by the Secretary of the Board.
11. The supplier will have to deposit 10% of value of tender allotted as security for the due performance of contract, in the form of Fixed deposit for at least one year duly pledged in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh within 7 days from the date of issue of print orders failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier without any notice. Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. In case of forfeiture of earnest money, the decision of the Secretary of the Board shall be final. Amount of earnest money for successful bidder will be adjusted towards 10% security amount.
12. Any departure from these conditions will be liable to disqualify the tenderer.
13. No advance shall be made to the supplier. Payment will be made on the successful completion of the job. Statutory taxes like T.D.S. shall be deducted at source as per provisions of the Income tax Act and certificate of such deduction made in each year shall be furnished to the supplier.
14. The rates of contract of supply & printing will remain valid upto one year from the date of issuance of acceptance letter issued by the Board, which can be extended for another six months at the discretion of the Board on the same terms and conditions of the tender document. No request for revision of rates will be entertained before expiry of one year.

15. The complete supply as per supply order will have to be made within 40 days of the issue of the order, failing which a penalty for the late execution of the job will be levied on the amount payable as under:-

- |   |  |
|---|--|
| i) For delay upto seven days of the time limit prescribed in the supply order                         | 5% of the value of tender not complied with  |
| ii) For delay more than seven days and upto 15 days of the time limit prescribed in the supply order. | 10% of the value of tender not complied with   |
| iii) If the delay is more than 15 days of the time limit prescribed in the supply order               | 15% of the value of tender not complied with <i>plus</i> 0.25% additional penalty per day than the above mentioned penalty on the unexecuted order value of tender and the Board may also have the right to cancel the bargain and to forfeit the earnest money. The Board may also claim damages which it may suffer on account of non supply of the material. It will be at the discretion of the Board to accept or reject the late supplied material and also to get the work done from any other source at the cost of defaulting firm without giving any notice. |

**Note :** Only one above said clause shall be applicable on one supply, depending upon delayed period of supply.

16. The delivery of the Answer Books/OMR Sheets will be taken at the premises of the Board or place designated by the Board in advance in the state of Punjab.
17. Supply order of tender quantity shall be given in one or more than one go as per the requirements of the Board.
18. The Board reserves the right to accept/reject the lowest tender or all the tenders without assigning any reason. It is not necessary that work will be allotted to all or any of the supplier that participate in tender.
19. In case a Supplier surrenders the work after accepting the same, a penalty @25% will be imposed on the amount of surrendered work. If the supply is found short than what is mentioned in the invoice the Supplier will have to make good the shortage within one week, otherwise failure would be taken as surrender of work and penalty will be imposed accordingly.
20. The details of infrastructure of Answer Books / OMR Sheets requisite machine/offset Printing Machines/ computer facilities must be enclosed with the tender on the prescribed proforma.
21. Supplier is required to print the Answer Books/OMR Sheets at his own press and not allowed to distribute the work further to any other press. In case it is found that the supplier is having the printing done from any other press, the Order will be cancelled and the supplier



will not be entitled for any payment. In such cases both the presses will be blacklisted and the security as well as earnest money will be forfeited.

22. All the disputes shall be subject to the jurisdiction of the Chandigarh court.
23. 70% payment will be made within 20 days after receipt of the material in good condition and accepted by the Board and balance will be paid after GSM testing.
24. Tenderer should not be blacklisted by any Institution/Govt. Organisation.
25. Please attach performance certificate from atleast two educational Institutions.
26. The responsibility of getting the sample approved from this office will solely lie with the party. Under no circumstances delay of more than 7 days will be credited. Any delay beyond seven days will be counted towards delay on the part of supplier from the date of release of supply order.
27. The quantity mentioned in Schedule 'A' may vary by  $\pm 25\%$ .
28. Tender document may be submitted for complete items or for partial items.
29. Tenderer must be in existence for a minimum period of five(5) years.
30. No conditional tender will be accepted.

CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY. FURTHER CERTIFIED THAT I/WE WILLBE ABLE TO PRINT AND SUPPLY THE REQUIRED ANSWER BOOKS / OMR SHEETS WITHIN THE STIPULATED PERIOD.

(Signature of Tenderer)

Name of Tenderer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Proforma of Technical Bid**  
**TECHNICAL DETAILS OF THE PRESS.**

Name of the Press/Office \_\_\_\_\_  
Location of the Press/Office \_\_\_\_\_  
Established since \_\_\_\_\_  
Constitution of Press/Office \_\_\_\_\_  
GST Number (attach proof) \_\_\_\_\_

SR.NO.	NAME OF MACHINE	SIZE	SPEED OF MACHINE PER HOUR
--------	-----------------	------	---------------------------

- |    |  |  |       |
|----|--|--|-------|
| 1. | Details of Printing machinery(OMR requisite machine/offset printing machine)   |  |       |
|    | i) _____   |  |       |
|    | ii) _____  |  |       |
|    | iii) _____   |  |       |
|    | iv) _____  |  |       |
| 2. | Details of Computers and Typesetting Equipments  |  |       |
|    | i) _____   |  |       |
|    | ii) _____  |  |       |
|    | iii) _____   |  |       |
|    | iv) _____  |  |       |
| 3. | Details of Processing Machinery & Plate Making   |  |       |
|    | i) _____   |  |       |
|    | ii) _____  |  |       |
|    | iii) _____   |  |       |
|    | iv) _____  |  |       |
| 4. | Whether sole manufacturer or Authorized dealer to deal in the supply/sale of paper _____<br>_____ (If authorized dealer attach authority letter) |  |       |
| 5. | Manpower available with the Tenderer   |  | _____ |
|    | i. Number of persons engaged in office (give details)  |  | _____ |
|    | ii. Number of Persons engaged in Processing Section(give details)  |  | _____ |
|    | iii. Number of persons engaged in Printing Section(give details)   |  | _____ |
|    | iv. Number of Persons engaged in Binding Section(give details)   |  | _____ |
| 6. | Porte _____  |  |       |

Other details of the Press

i. Turnover in the last three years

(Please attach photocopies of Income Tax return for three financial years i.e. 2014-15, 2015-16 and 2016-17 alongwith audited balance sheet & Profit and Loss Account, also attach copy of PAN No. & GST No.)

2014-15	2015-16	2016-17

ii. Give details of experience in Printing / Binding of Answer Books / OMR Sheets.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

iii. Present Major Customers of the Press

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

**Particulars of Earnest Money**

Earnest Money: Amount \_\_\_\_\_ Deposit date (through e-tender) \_\_\_\_\_

Name of the tenderer \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Stamp & Signature of the tenderer

**Detail of Specifications****PRINTING AND SUPPLY OF VARIOUS TYPE OF ANSWER BOOKS / OMR SHEETS**

**Printing & Binding of Answer Books / OMR Sheets  
on (Grade 'A') Map litho paper  
through offset process.**

<b>Sr.No.</b>	<b>Description</b>	<b>Pages</b>	<b>Paper quality</b>	<b>Size</b>	<b>Tentative Qty.</b>
<b>A)</b>	<b><u>Polytechnic</u></b>				
i)	Practical	8	60 GSM	8.5" x 10.5"	8.00 lacs
ii)	House Examination	16	60 GSM	8.5" x 10.5"	17.00 lacs
<b>B)</b>	<b><u>I.T.I.</u></b>				
	Practical	8	60 GSM	8.5" x 10.5"	2.00 lacs

**Note:- All the above mentioned answer books should be stitched instead of being stapled.**

- The bar codes have to be unique Eight digit number and should not be repeated on any other OMR sheet.
- The printing of Barcode should be done on laser printer. The printing should be sharp, straight, correct and of superior quality. Original and genuine toner should be used for printing of Barcodes. Make sure that refill toner is not used for printing of barcodes. Ink of the Barcode should not get removed while handling the sheets.
- Paper of OMR Sheet should be **105 GSM (Grade 'A') SS Map litho paper of 70-80% brightness.**
- The OMR sheets, colour of OMR sheets, bar codes printed on it should be designed/ printed so accurately so as to be properly read by NCS OPSCAN-8/FUJITSU FI-4750 or equivalent scanners. Firm should print total quantity of OMR Sheet in different colours such as red/orange/purple/green/blue supported for OMR scanner with pen reader.
- All these OMR Sheets should have exact cutting margin.
- A test supply of OMR sheets is to be done and approval for same is to be taken before printing full order.
- The quantity can, however, be increased or decreased ( $\pm 25\%$ ) at the discretion of the Board. The manufacturer shall, however, not print an Answer Book more than the quantity ordered. In case excess answer books than the given order are printed accidentally, office is to be informed immediately and answer books be supplied to the office of the Board only with the undertaking that no such Answer Books are kept with the supplier. In case of any default/ defect, the Chairman of the Board will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.

Order for the supply of Answer Books may be placed in one or more installments during the period of validity of the tender and supply will have to be made within 40 days from the issue of supply order.

for Punjab State Board of Tech.  
Edu. and Industrial Training,  
Chandigarh.

**PROFORMA  
COMMERCIAL BID  
PRINTING AND SUPPLY OF VARIOUS TYPE OF ANSWER BOOKS / OMR SHEETS**

Printing & Binding of Answer Books / OMR Sheets  
on (Grade 'A') Map litho paper  
through offset process.

	Description	Pages	Paper quality	Size	Rate per answer book
<b>A)</b>	<b><u>Polytechnic</u></b>				
i)	Practical	8	60 GSM	8.5" x 10.5"	_____
ii)	House Examination	16	60 GSM	8.5" x 10.5"	_____
<b>B)</b>	<b><u>I.T.I.</u></b>				
	Practical	8	60 GSM	8.5" x 10.5"	_____

- Note:**
- i) Rates are inclusive of printing, binding, cartage, toll taxes, freight and other incidental charges (if any).
  - ii) Supply should be made within 40 days from the issue of supply order.
  - iii) No cost other than quoted in the commercial bid shall be claimed separately.
  - iv) GST rates as applicable charged in the bill.

Stamp and Signature of tenderer