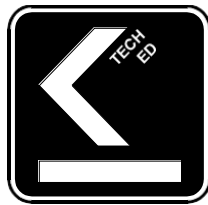


# **TENDER DOCUMENT**

**FOR**

## **PRINTING AND SUPPLY OF PRE-PRINTED STATIONERY**



Rs. 500/-

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

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

## Section I

1	Tender No./RFT Reference No.	PSBTE&IT/2021/601
2	Total pages	14
3	Description	Printing And Supply Of Pre-Printed Stationery
4	EMD	Rs 10,000/-
5	Sale of E-Tender Document	17.12.2021
6	Tender document cost	Rs 500/-
7	Last Date of Submission of online tender	06.01.2022 05:00 p.m.
8	Date of Opening of Technical bid	07.01.2022 11:00 a.m.
9	Bidder 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>Bidders 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.	
14.	<p>Documents to be uploaded along with Technical Bid of the tender:</p> <ol style="list-style-type: none"> <li>1. Experience Certificate as per Section IV(Clause-1)</li> <li>2. Performance Certificate as per Section IV(Clause-1)</li> <li>3. Balance sheet of previous three FY(2017-18, 2018-19, 2019-20) showing Annual Turnover of previous three FY(2017-18, 2018-19, 2019-20)</li> <li>4. ITR of the last three FY (2017-18, 2018-19, 2019-20)</li> <li>5. PAN No. and GST Registration Certificate</li> <li>6. Undertaking of not being Blacklisted as per Section IV(Clause-24)</li> <li>7. Tender Document fully signed on all pages.</li> </ol>	

## 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 Pre-Printed Stationery" through e-tendering. Bidders 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 Bidder 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 0172-2970263 / 2970284
3. Interested Bidders 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 Bidders 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 Bidder 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 to amend the bid documents or extend the deadline for submission of bids.
15. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Board in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
16. The Bidder shall upload all the relevant documents on the e-tendering portal.
17. Public procurement (Preference to make in Punjab ) order 2019 is applicable on this tender

## **Section IV**

### **CONDITIONS GOVERNING THE TENDER FOR PRINTING AND SUPPLY OF PRE-PRINTED STATIONERY**

1. E-tenders for printing and supply of Pre-Printed Stationery are invited from the offset printers having their own offset printers and having three years experience of printing to any State/Centre Govt./ Board/ Educational Institute during last five years and attach performance certificate of similar work from atleast two educational Institutions. The Bidder should have relevant experience of pre-printed stationery and having turn over of above Rs. 25 lacs (per year) in the year 2017-18, 2018-19 and 2019-20. The firm/ company should be registered under GST. Only 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. The bidder should not have been penalized two times or more than two times for any reason by the Board in the last three years for printing and supply of pre-printed stationery.
3. Bidder 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 Bidders who may wish to be present. The Commercial Bids of only those Bidders will be opened, who are found to qualify as per "Technical Bid". Officers of the Board may inspect the premises of the Bidder in order to verify the particulars mentioned in the Technical Bid. Commercial Bids will be opened after finalizing the Technical Bids.
6. Pre-Printed Stationery are to be supplied as per the specifications indicated in Schedule 'A', if the supply is not in accordance with the specification 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 his own cost and the amount of EMD /security money and supplied material will be forfeited.
7. Rate should be quoted per packet of 500 sheets pre-printed stationery in the Performa 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. The bidders will have to supply 3 identical samples of each of the paper as per schedule 'A', on the day and time of opening of technical bid. (A design/pattern of the Pre-printed Stationery required by the Board can be seen in the Board's Office on any working day). The bidder, who fail to submit the sample, shall be disqualified. Samples of papers with name of mill must be signed and stamped by the Bidder.
9. The successful bidder shall supply Pre-Printed Stationery exactly as per specifications indicated in Schedule 'A'. Any no. of sample of papers used for printing stationery may be drawn by the Board officials from the material at random and get tested from any laboratory of repute. Expenses of laboratory testing charged 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 specification 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 successful bidder.
  - 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 bidder to which the work is allotted 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 press 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 deviation from these conditions will be liable to disqualify the successful Bidder.
13. No advance shall be made to the successful bidder. Payment will be made on the successful completion of the job. Statutory taxes like T.D.S. etc. shall be deducted at source as per provisions of the Income tax Act or any other Act applicable and certificate of such deduction made in each year shall be furnished to the Bidder.
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 30 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 then 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 pre-printed stationery will be taken at the premises of the Board.
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 Bidder that participate in tender.
19. In case a successful bidder 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 successful bidder 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 the offset Printing Machines/computer facilities must be enclosed with the tender on the prescribed performa.
21. Bidder is required to print the Pre-Printed Stationery at his own press and not allowed to distribute the work further to any other press. In case it is found that the bidder is having the printing done from any other press, the Order will be cancelled and the Bidder 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 Courts.
23. 70% payment will be made within 30 working days after receipt of the material in good condition and accepted by the Board and balance will be paid after GSM testing.
24. Bidder should not be blacklisted by any Institution / Govt. Organisation (separate certificate / undertaking required to be attached).
25. The quantity mentioned in Schedule 'A' may vary by  $\pm 25\%$ .
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. No conditional tender will be accepted.
28. In case of inferior quality of pre-printed stationery item found by the committee, such items will be returned to the firm and penalty will also be imposed by the Board.

CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY. FURTHER CERTIFIED THAT I/WE WILL BE ABLE TO PRINT AND SUPPLY THE REQUIRED PRE-PRINTED STATIONERY WITHIN THE STIPULATED PERIOD.

(Signature of Bidder)

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature of the Bidder

**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 No. (attach proof) \_\_\_\_\_

<b>SR.NO.</b>	<b>NAME OF MACHINE</b>	<b>SIZE</b>	<b>SPEED OF MACHINE PER HOUR</b>
---------------	------------------------	-------------	----------------------------------

1. Details of Printing machinery
  - 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 Authorised dealer to deal in the supply/sale of paper  
\_\_\_\_\_  
(If authorised 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 last three financial years i.e. 2017-18, 2018-19 and 2019-20 alongwith audited balance sheet & Profit and LossAccount also attach copy of PAN No. & GST No.

2017-18	2018-19	2019-20

- ii. Give details of experience in pre printing stationery.

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

- iii. Present Major Customers of the Press

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_  
8 \_\_\_\_\_

**Particulars of Earnest Money**

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

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

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

Stamp & Signature of the tenderer

Signature of the Bidder

## Detail of Specifications

**Printing And Supply Of Pre-Printed Stationery**

Pre-Printed Stationery on (Grade 'A') Map litho paper through offset process.

Sr.No.	Description	Paper quality	Size	Tentative Qty.
<b>A)</b>	<b>PRE-PRINTED STATIONERY (Computer Continuous Stationery)</b>			
i)	Detail Marks Card (Poly) Colour Green, Parchment with perforation.	110 GSM	15" x 12" x 1 132 (col.)	130 packets (500 sheets in each Packet)
ii)	Detail Marks Card (ITI-Semester) Two Colours, Parchment with perforation.	110 GSM	120 Col.	10 packets (500 sheets in each Packet)
iii)	Detail Marks Card (ITI- Annual), Two Colours, Parchment with perforation	110 GSM	120 Col.	30 packets (500 sheets in each packet)
<b>B)</b>	<b>PRE-PRINTED STATIONERY</b>			
i)	*Diploma (ITI-Annual), Two colours Matt Paper	250 GSM	A4 Size	12000 sheets (500 sheets in each Packet)
ii)	*Diploma Certificate (Polytechnic), Four colours, Matt Paper	250 GSM	A4 Size	25000 sheets (500 sheets in each Packet)
iii)	*Diploma Certificate (Pharmacy), Four colours, Matt Paper	250 GSM	A4 Size	15000 sheets (500 sheets in each Packet)
iv)	*Transcript Certificate (Polytechnic), Green colours, Matt Paper	170 GSM	A4 Size	25000 sheets (500 sheets in each Packet)
v)	*Transcript Certificate (Pharmacy), Green colours, Matt Paper	170 GSM	A4 Size	15000 sheets (500 sheets in each Packet)
vi)	*Transcript Certificate (T&D), Green colours, Matt Paper	170 GSM	A4 Size	2500 sheets (500 sheets in each Packet)
vii)	*Transcript Certificate (PTD), Green colours, Matt Paper	170 GSM	Legal Size	2500 sheets (500 sheets in each Packet)

\* Stationery marked with '\*' in above list are required to be numbered with unique serial number as provided by the Board.

The quantity can, however, be increased or decreased ( $\pm 25\%$ ) at the discretion of the Board. The manufacturer shall, however, not print stationery more than the quantity ordered. In case of any excess stationery, Board should be informed immediately and stationery be supplied to the office of the Board only with the undertaking that no such stationery is left 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 stationery may be placed in one or more installments during the period of validity of the tender and supply will have to be made within 30 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 Pre-Printed Stationery**

**Pre-Printed Stationery on (Grade 'A') Map litho paper  
through offset process.**

Description	Rate per answer book
<b>A) PRE-PRINTED STATIONERY</b>	Rate per Packet (500 sheets each) inclusive of all taxes
(Computer Continuous Stationery)	
i) Detail Marks Card (Poly), 110 GSM, 15" x 12" x 1, 132 Col. Colour Green, Parchment with perforation.	_____
ii) Detail Marks Card (ITI-Semester), 110 GSM, 120 Col. Two Colours, Parchment with perforation.	_____
iii) Detail Marks Card (ITI-Annual), 110 GSM, 120 Col. Two Colours, Parchment with perforation	_____
<b>B) PRE-PRINTED STATIONERY</b>	
i) *Diploma (ITI- Annual), Two colours, 250 GSM, A4 Size, Matt Paper	_____
ii) *Diploma Certificate (Polytechnic), 250 GSM, A4 Size, Four colours, Matt Paper	_____
iii) *Diploma Certificate(Pharmacy), 250 GSM, A4 Size, Four colours, Matt Paper	_____
iv) *Transcript Certificate(Polytechnic),170 GSM, A4 Size, Green colours, Matt Paper	_____
v) *Transcript Certificate(Pharmacy),170 GSM, A4 Size, Green colours, Matt Paper	_____
vi) *Transcript Certificate(T&D),170 GSM, A4 Size, Green colours, Matt Paper	_____
vii) *Transcript Certificate(PTD),170 GSM, Legal Size, Green colours, Matt Paper	_____

\* Stationery marked with '\*' in above list are required to be numbered with unique serial number as provided by the Board.

- Note:**
- i) Rates are inclusive of printing, binding, cartage, toll taxes, freight and other incidental charges (if any).
  - ii) Supply should be made within 30 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 Bidder

Signature of the Bidder