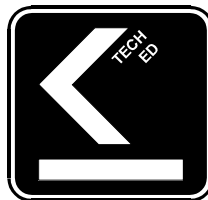


TENDER DOCUMENT

FOR

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



Price Rs. 500/-

**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**

Sr. No.	Events	Dates	Time
1.	Pre-bid conference	03.10.2016	11.00 AM
2.	Last date of receipt of tender	07.10.2016	12.00 NOON
3.	Opening of technical bid	07.10.2016	3.00 PM

SHORT TENDER FOR PRINTING AND SUPPLY OF PRE-PRINTED STATIONERY

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

1. Tenders for printing and supply of Pre-Printed Stationery are invited from the offset printers having their own offset printers and having three years continuous experience of printing to any state/Centre Govt institute during last five years." The tenderer should have relevant experience of pre-printed stationery and having turn over of above Rs. 50 lacs (per year) in the year 2013-14, 2014-15, 2015-16. Only Tenders received upto 12.00 noon on 07.10.2016 will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions.
2. Each tender should be accompanied with earnest money of Rs. 30,000/- in form of Demand Drafts in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh. Tender not accompanied with earnest money shall not be entertained. Earnest money in cash or by cheque shall not be accepted. 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.

Particulars of draft on account of earnest money must be filled in the Performa for Envelop No. 1 and the demand draft should be put in this envelope alongwith performa for "Technical details of the press" in the tender document and other documents relating to qualifying conditions of technical bid.
3. Tender should be filled in two separate parts and in two envelopes. First envelope should contain technical details of the press. Technical details should be filled in the Performa supplied along with this tender and may be subscribed on the envelope "Technical Bid for Pre-printed Stationery". Second envelope will contain the Commercial Bid and rates should be quoted in the Performa supplied for this purpose along with this tender and may be subscribed as "Commercial Bid for Pre-printed Stationery".

Technical bids will be opened first at 3.00 pm on 07.10.2016 in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened of only tenderes who are found to qualify as per "Technical Bid". Officers of the Board may inspect the premises of the printers/suppliers in order to verify the particulars mentioned in the Technical Bid. Commercial Bids will be opened after finalising the Technical Bids.
4. 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 security money and supplied material will be forfeited.
5. 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/fright/octroi etc as may be applicable at any time during the execution of the order by the supplier.
6. The bidders will have to supply 3 identical samples of the papers along with their bids (A design/pattern of the Pre-printed Stationery required by the Board can be seen in the Board's Office on any working day). Bid not accompanied by the sample shall not be entertained. The samples of papers with name of mill must be signed and stamped by the tenderer.
7. The bidders 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 got tested from any laboratory of repute. Expenses of laboratory testing charged will be borne by the Board incase material supplied is as per specification of GSM or within admissible tolerance limit as mentioned below. But incase material supplied not as per specification and 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.
8. Paper should be of first quality.
9. The press to which the work is allotted will have to deposit 7.5% 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.
10. Any departure from these conditions will be liable to disqualify the tenderer.
11. No advance shall be made to the Printer. Payment will be made on the successful completion of the job. Statutory taxes like T.D.S. shall be deducted at source as per provision of the Statutory Act and certificate of the such deduction made in each year shall be furnished to the tenderer.
12. 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.
13. **The complete supply as per supply order will have to be made within 20 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 plus 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.

14. The delivery of the pre printed stationery will be taken at the premises of the Board or place designated by the Board well in advance in the state of Punjab.
15. Supply order of tender quantity shall be given in one or more than one go as per the requirements of the Board.
16. 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 presses that participate in tender.
17. The tenderer should sign all the pages of the tender document and affix stamp.
18. In case a Printer 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 Printer 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.
19. The details of infrastructure of the offset Printing Machines/computer facilities must be enclosed with the tender on the prescribed performa.
20. Printer 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 printer is having the printing done from any other press, the Print Order will be cancelled and the printer 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.
21. All the disputes shall be subject to the jurisdiction of the Chandigarh Courts.
22. 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.
23. Tenderer should not be blacklisted by any Institution/Govt. Organisation.
24. Please attach performance certificate from atleast two educational Insitutions.
25. The responsibility of get the sample approved from this office will solely lie with the party. Under no circumstances delay of more than 2 days will be credited. Any delay beyond two days will be counted towards delay on the part of supplier from the date of release of supply order.
26. The quantity mentioned in Schedule 'A' may be vary by $\pm 25\%$.
27. The tender document having detailed terms and conditions can be obtained from the office of the Board against the payment of Rs. 500/- on any working day OR The tender document can be downloaded from the Board's websites www.punjabteched.com and www.punjabteched.net. In case the tender document are submitted by downloading from the website, cost of the tender document Rs.500/- should be paid in the form of cash/Demand Draft in the Board's office at the time of submission of tender.
28. 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 PRE-PRINTED STATIONERY WITHIN THE STIPULATED PERIOD.

(Signature of Printer)

Name of Printer

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 _____

SR.NO.	NAME OF MACHINE	SIZE	SPEED OF MACHINE PER HOUR
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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 Printer _____
 - 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. 2013-14, 2014-15 and 2015-16 alongwith audited balance sheet & Profit and Loss Account also attach copy of PAN No. of Income Tax & Sales Tax No.

2013-14	2014-15	2015-16

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 _____
9 _____
10 _____

Particulars of Earnest Money

Earnest Money: Bank Draft No. _____ Dated _____

Name of the Printer _____

Address _____

Mobile No. _____

Stamp & signature of the Printer

Schedule – ‘A’
Detail of Specifications
PRE-PRINTED STATIONERY

**Pre-Printed Stationery on
HPC/Ballarpur/JK/ ITC Map litho paper
through offset process**

Sr.No.	Description	Pages	Paper quality	Size	Tentative Qty.
A)	PRE-PRINTED STATIONERY (Computer Continuous Stationery)				
i)	Detail Marks Card(Poly) Colour Green, Parchment with perforation.		106 GSM	15" x 12" x 1 132 (col.)	300 packets (500 sheets in each Packet)
ii)	Detail Marks Card(ITI) Colour Brown, Parchment with perforation.		106 GSM	15" x 12" x 1 132 (col.)	100 packets (500 sheets in each Packet)
B)	ITI PRE-PRINTED STATIONERY				
i)	SCVT (Sample 1) Colour Green (Matt Paper)		120 GSM	8.5" x 12"	50 packets (500 sheets in each Packet)
ii)	SCVT (Sample 2) Colour Green (Matt Paper)		120 GSM	8.5" x 12"	20 packets (500 sheets in each Packet)
iii)	NCVT (Sample 3) Colour Green (Matt Paper)		120 GSM	8.5" x 12"	25 packets (500 sheets in each Packet)
iv)	NCVT (Sample 4) Colour Green (Matt Paper)		120 GSM	8.5" x 12"	60 packets (500 sheets in each Packet)

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. If per chance excess stationery than the given order are printed accidentally, office is to be informed immediately and stationery be supplied to the office of the Board only with the undertaking that no such stationery 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 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 20 days from the issue of supply order.

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

**PROFORMA
COMMERCIAL BID
PRE-PRINTED STATIONERY**

**Examination Answer Books on
HPC / Ballarpur/JK/ ITCMap litho paper
through offset process**

	Description	Rate per answer book
A)	PRE-PRINTED STATIONERY (Computer Continuous Stationery)	Rate per Packet (500 sheets each)
i)	Detail Marks Card(Poly) Colour Green, Parchment with perforation., 106 GSM 15" x 12" x 1, 132 Col.	_____
ii)	Detail Marks Card(ITI) Colour Brown, Parchment with perforation. 106 GSM, 15" x 12" x 1, 132 Col.	_____
B)	ITI PRE-PRINTED STATIONERY	Rate per Packet (500 sheets each)
i)	SCVT (Sample 1) Colour Green (Matt Paper) 120 GSM, 8.5" x 12"	_____
ii)	SCVT (Sample 2) Colour Green (Matt Paper) 120 GSM, 8.5" x 12"	_____
iii)	NCVT (Sample 3) Colour Green (Matt Paper) 120 GSM, 8.5" x 12"	_____
iv)	NCVT (Sample 4) Colour Green (Matt Paper) 120 GSM, 8.5" x 12"	_____

- Note:** i) Rates should be quoted including printing, binding, sales tax, if any, other incidental charges including freight and octroi charges.
ii) Supply should be made within 20 days from the issue of supply order.

Particulars of Earnest Money

Earnest Money : Bank Draft /FDR No. _____ Dated _____

Name of Printer and _____

Address _____

Mobile No. _____

Stamp and Signature of Printer