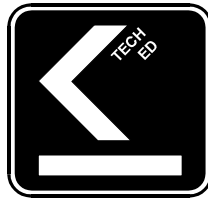


TENDER DOCUMENT

FOR

JET REFRESHER 2013



Price Rs. 500/-

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

**CONDITIONS GOVERNING THE TENDER
FOR PRINTING OF JET REFRESHER**

1. Tenders for Printing of JET Refresher are invited from the Offset Printers having their own offset presses and having annual turn over of above Rs. 30 lacs in the last three years 2009-10, 2010-11, 2011-12. Only Tenders received upto **2.30 PM** on **21.02.2013** will be eligible for consideration as per Tender Notice and shall be further subject to the terms and conditions mentioned in tender document.
2. Each tender should be accompanied with proof of deposit of tender document fee of Rs. 500/- and the earnest money of Rs. 35,000/- in form of Draft in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh. Tender not accompanied with proof of deposit of tender document fee and draft of the 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 Proforma of Technical Bids and the draft should be put in the envelope containing Technical Bid.

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 Printing of JET Refresher". 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 JET Refresher".

Technical bids will be opened first at 3.00 P.M. on **21.02.2013** in the presence of those tenderers who may wish to be present. 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, the date of which will be intimated at the time of finalising the Technical Bids.

3. JET REFRESHER are to be supplied as per the specifications indicated in Schedule 'A'
4. Rate should be quoted per refresher in the proforma of "Commercial Bid" attached with Schedule 'A'.
5. The bidders will have to supply 3 identical samples of the papers along with their bids. A design/pattern of the JET REFRESHER 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 and samples must be signed and stamped by the tenderer.
6. The bidders shall supply JET REFRESHER exactly as per specifications indicated in Schedule 'A'. Any no. of sample of papers used for printing stationary may be drawn by the Board officials from the material at random and got tested from any laboratory of repute. Expense of laboratory 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 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%
 - iii) Art Card Paper – 4%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 @ 1.25% on bill amount for per less GSM from specification i.e. variation in GSM is 2 then penalty @ 2.50% of if variation in GSM is 3 then penalty @ 3.75% may be imposed on total bill amount and will increase in the same table in case of more variance.

- c) Laboratory charges will be deducted from the supplier.
7. The press to which the work is allotted will have to deposit 7.5% of allotted tender value 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.
 8. Any departure from these conditions will be liable to disqualify the tenderer.
 9. No advance shall be made to the Printer.
 10. The rates will remain valid upto one year from the date of supply order. The validity can be extended for another one year at the discretion of the Board.
 11. The page making of the material to be printed will be done by the Board and entire contents will be given to the printer in form of floppy, while placing the order. Paper will not be supplied by the Board. Printer will have to purchase/arrange the paper on his own.
 12. **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 and subsequent order, if any, shall be supplied within 15 days from the date of order:-**

i) for delay upto seven days of the time limit prescribed in the supply order	10% 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.	15% 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	20% 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.

13. The delivery of the Jet Refresher will be taken at the premises of the Board.
14. 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.
15. Printer shall not print any additional copy of the Refresher other than specified in the print order. In case such a discrepancy comes to the knowledge of the Board, shall have the right to initiate the legal action against the printer.

16. The tenderer should sign all the pages of the tender document and affix stamp.
17. 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.
18. The details of infrastructure of the offset Printing Machines must be enclosed with the tender on the prescribed performa.
19. Printer is required to print the JET Refresher 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.
20. Order will be placed on finally selected bidder(s) if need arises split order can also be issued.
21. 70% payment will be made within 15 days and balance payment after GSM testing.

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 JET REFRESHER WITHIN THE STIPULATED PERIOD.

(Signature of Printer)

Name of Printer

Address

DETAIL OF SPECIFICATIONS

Printing and Supply of JET-Refresher-2013
Map Litho (Superior Paper) and Superior Art Paper

Tentative quantity of refresher will be **12000 (8000 Punjabi & 4000 English) ± 25% copies of refresher**. Each refresher will contain approximate 325 pages. Order for the supply of refresher may be placed in one or more installments during the period of validity of tender and the supply will have to be made within 20 days from date of supply order. Serial number to be printed at the back page of refresher. The detail of specifications are given below.

SNo.	Description	Paper quality	Size	Printing
i)	Title Cover including back page	Superior Art Paper 210 GSM	9.5" x 7"	4 Colours
ii)	Text pages	Map Litho (Superior paper) 80 GSM	9.5" x 7"	Single Colour
iii)	Numbering of JET Refresher			Single Colour
iv)	Binding of JET Refresher (as per sample to be given to supplier)			

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

PROFORMA

COMMERCIAL BID

Printing and Supply of JET-Refresher-2013
Map Litho (Superior Paper) and Superior Art Paper

Your are requested to kindly quote the rate for one JET-Refresher.

Item	Rate per Refresher
JET-Refresher Total 12000 (8000 Punjabi & 4000 English) ± 25% copies of refresher.	
i) For Text pages	_____
ii) For Title Cover, including back page, Numbering and Binding	_____
iii) Total (i) & (ii) Total rate per JET Refresher	_____

(for more specification may see Annexure 'A' at page No. 5)

- Note:i) Comparison of rates for allotment of Tender shall be done on the basis of total rate per refresher.
ii) Supply will be made within 20 days from the issue of supply order and subsequent order, if any, shall be supplied within 15 days from the date of order:
iii) Rate includes all taxes and other incidental charges including freight and octori charges.
iv) For any increase or decrease in text pages the following method will be adopted for payment - i.e. If the price of the refresher comes to Rs. 100.00 for 325 pages and the pages increases to 340

then calculation will be made as $\frac{100}{325} \times 340$ and vice-versa.

Name of Printer and _____

Address _____

Stamp and Signature of Printer

Proforma for Technical Bid
TECHNICAL DETAILS OF THE PRESS.

Name of the Press _____
Location of the Press _____
Established since _____
Constitution of Press _____

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

- | | | | |
|----|---|--|-------|
| 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. | Detail of Binding Machinery | | |
| | i) _____ | | |
| | ii) _____ | | |
| | iii) _____ | | |
| | iv) _____ | | |
| 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) | | _____ |

Other details of the Press

- i. Turnover in the last three years
(Please attach photocopies of Income Tax return for 2011-2012 alongwith audited balance sheet & Profit and Loss Account)

2009-10	2010-11	2011-12

- ii. Whether there is any experience in Printing of Text Book/Refresher/Prospectus etc. If so, give details:

1 _____
2 _____
3 _____
4 _____
5 _____

- iii. Present Major Customers of the Press

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
0 _____

Particulars of Earnest Money

Earnest Money: Bank Draft No. _____ Dated _____ amount _____

Name of the Printer _____

Address _____

Stamp & signature of the Printer