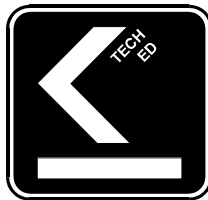


# **TENDER DOCUMENT**

**FOR**

## **PRINTING AND SUPPLY OF VARIOUS TYPES OF PRE-PRINTED STATIONARY-2014**



*Price Rs. 200/-*

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

**CONDITIONS GOVERNING THE TENDER  
FOR PRINTING AND SUPPLY OF VARIOUS TYPES OF PRE-PRINTED STATIONARY**

1. Tenders for printing and supply of various types of Pre-Printed stationary are invited from the Offset Printers having their own offset presses and having annual turn over of above Rs. 40 lacs in the years 2010-11, 2011-12 and 2012-13. The tenderer should have the relevant experience of printing of stationary. Only Tenders received upto **04.07.2014** at **2.00 pm** 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 Draft 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 demand 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 profarma for "Technical details of the Press" in the tender document and other documents relating to qualifying conditions.

3. Tender should be filled in two separate parts and in two envelopes. Envelope No. 1 should contain the performa and all documents relating to qualyfing conditions supplied alongwith this tender and may be subscribed on the envelope as "Envelop No. 1". Envelope No. 2 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 "**Envelop No. 2 - Commercial bid for printing and supply of various type of Pre-Printed stationary**".

Envelop No. 1 and 2 will be opened on dated **04.07.2014** at **3.30pm** in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened, who fulfilled all qualifying conditions. Officers of the Board may inspect the premises of the printers/suppliers in order to verify the particulars mentioned in Performa Envelop No.1. In that case Commercial Bid will be opened on a later date after analysing the qualyfing conditions.

4. Tender document may be submitted for complete job or any part of job.

5. Pre-Printed stationary are to be supplied as per the specifications indicated in Schedule 'A'. If the supply is not in accordance with the sepcification 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 will be forfeited.

6. Rate should be quoted per the Performa of "Commercial Bid" attached with Schedule 'A', which should be including printing, binding, sales tax, if any, other incidental charges including freight and octroi charges as may be applicable at any time during the execution of the order by the supplier.

7. The bidders will have to supply 3 identical samples of the papers along with their bids (A design/pattern of the Pre-Printed stationary required by the Board can be seen in the Board's Office on any working day). Bid not accompanied by the samples shall not be entertained. The samples of papers with name of mill must be signed and stamped by the tenderer.

8. The bidders shall supply stationary 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 borned 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 specifications and beyond tolerance limit, then the laboratory expenses will be charged from the suppliers. The following percentage of variation in GSM will be tolerable :

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- i) Map litho Paper - 2.5%
- ii) Writing /Printing Paper - 2.5%
- iii) Graph 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 table in case of more variable.
  - c) Laboratory charges will be deducted from the supplier.
9. The press to which the work is allotted will have to deposit 7.5% of value of purchase order as security for the due performance of contract, in the form of Fixed deposit for at least 1 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. In case contract is further extended for six months, then renewed Fixed Deposit will be deposited with the Board within seven days of extension of the contract. 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 payment shall be made to the Printer. 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 Statutory Act and certificate of the such deduction made in each year shall be furnished to the tenderer.
12. The rates contract of supply & printing will remain valid upto 1 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 <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

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of supply.

14. The responsibility to get the sample approved 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 with reference to clause 13.
15. The delivery of the Pre-Printed stationary will be taken at the premises of the Board.
16. Supply order of tender quantity shall be given in one or more than one go as per the requirements of the Board.
17. 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.
18. The tenderer should sign all the pages of the tender document and affix stamp.
19. 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.
20. The details of infrastructure of the offset Printing Machines/computer facilities must be enclosed with the tender on the prescribed performa.
21. Printer is required to print the stationary 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.
22. All the disputes shall be subject to the jurisdiction of the Chandigarh Courts.
23. 70% payment will be made within 20 days of receipt of original bill and balance after GSM testing.
24. Tenderer should not be black listed by any institution/Govt. Organisation (**Please attach undertaking**).

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 ANSWER BOOKS WITHIN THE STIPULATED PERIOD.

(Stamp and Signature of Printer)

Name of Printer

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Mobile No.

\_\_\_\_\_

Telephone No. (Office)

\_\_\_\_\_

Telephone No. (Printing Press)

\_\_\_\_\_

Stamp & signature of the Printer

**Proforma for Envelop no. 1**  
**TECHNICAL DETAILS OF THE PRESS**

Name of the Press and Office \_\_\_\_\_  
with complete address and phone no. \_\_\_\_\_  
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)	_____

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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 the last three financial years  
i.e. 2010-11, 2011-12 and 2012-13 alongwith audited balance sheet &

Profit and Loss Account. Also attach copy of PAN No. of income tax.		
2010-11	2011-12	2012-13

- ii. Give details of experience in Printing / Binding of Stationary.

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. \_\_\_\_\_

Telephone No. (Office) \_\_\_\_\_

Telephone No. (Printing Press) \_\_\_\_\_

**Schedule – ‘A’**  
**Detail of specifications**  
**PRINTING AND SUPPLY OF VARIOUS TYPE OF PRE-PRINTED STATIONARY**

**Printing of various types of Pre-Printed stationary on  
HPC/ Ballarpur/ JK/ ITC/ Star/ Century mill Map litho paper  
through offset process**

<b>Sr.No.</b>	<b>Description</b>	<b>Paper quality</b>	<b>Size</b>	<b>Tentative Qty.</b>
1.	Detail Marks Card Colour Green, Parchment With perforation Computer stationery	106 GSM	15"x12"x1" 132 Column	200 packet ± 25% (each pkt containing 500 sheets)
2.	Registration Card (Poly) Green Colour, Matt Paper	170 GSM	A4 Size	10000 Sheets ± 25% (each sheet containing 8 card)
3.	Transcript Certificates (Poly) Matt paper, Green color	170 GSM	A4 Size	70,000 Nos. ± 25%
4.	Transcript Certificate (PTD) Matt Paper, Green Color	170 GSM	Full Scape	2000 Nos. ± 25%
5.	Transcript Certificates Matt paper, Green color Pharmacy course	170 GSM	A4 Size	15,000 Nos. ± 25%
6.	Pre-printed Merit Certificates for semester Topper Matt Paper, Blue Color	170 GSM	A4 Size	20, 000 Nos. ± 25%
7.	JET Admit Card	220 GSM	6"X4"	35,000 Nos ± 25%
8.	Pre Printed JET Attendance Sheet	80 GSM	A4 Size	10, 000 Nos. ± 25%
9.	OMR Registration Form (two parts on one OMR sheet) (Both Side printing)	105 GSM	8.5" x 14"	2.0 lac ± 25%
10.	OMR Examination Response Sheet	105 GSM	8.5" x 11.5"	2.0 lac ± 25%
11.	Pre-Printed State Trade Certificate (Black), Parchment, continuous stationery	106 GSM	10"x12"x1" 80 Column	100 Packet ± 25% (each pkt containing 500 sheets)
12.	Pre-Printed ITI(PNTC certificate) (Black) continuous startionery, Parchment	106 GSM	10"x12" 80 Column	200 Packet ± 25% (each pkt containing 500 sheets)
13.	Detail Marks Card Colour Brown, Parchment With perforation Computer stationery	106 GSM	15"x12"x1" 132 Column	200 packet ± 25% (each pkt containing 500 sheets)
14.	Pre Printed Admit Card Parchment, continuous stationery With three perforation	70 GSM	10"X12" 80 colomn	200 packet ± 25% (each pkt containing 1000 sheets)

Order for the supply of pre-printed stationary may be placed in one or more instalments 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.

Stamp & signature of the Printer

**Proforma for Envelop no. 2**

**COMMERCIAL BID**

**PRINTING AND SUPPLY OF VARIOUS TYPE OF PRE-PRINTED STATIONARY**

Printing of various types of Pre-Printed stationary on  
HPC/ Ballarpur/ JK/ ITC/ Star/ Century mill Map litho paper  
through offset process

Sr.	Description No.	Paper	Size quality	Tentative Qty.	Rate per Answer book
1.	Detail Marks Card Colour Green, Parchment With perforation Computer stationery	106 GSM	15"x12"x1" 132 Column	200 packet ± 25% (each pkt containing 500 sheets)	_____
2.	Registration Card (Poly) Green Colour, Matt Paper	170 GSM	A4 Size	10000 Sheets ± 25% (each sheet containing 8 card)	_____
3.	Transcript Certificates (Poly) Matt paper, Green color	170 GSM	A4 Size	70,000 Nos. ± 25%	_____
4.	Transcript Certificate (PTD) Matt Paper, Green Color	170 GSM	Full Scape	2000 Nos. ± 25%	_____
5.	Transcript Certificates Matt paper, Green color Pharmacy course	170 GSM	A4 Size	15,000 Nos. ± 25%	_____
6.	Pre-printed Merit Certificates for semester Topper Matt Paper, Blue Color	170 GSM	A4 Size	20, 000 Nos. ± 25%	_____
7.	JET Admit Card	220 GSM	6"X4"	35,000 Nos ± 25%	_____
8.	Pre Printed JET Attendance Sheet	80 GSM	A4 Size	10, 000 Nos. ± 25%	_____
9.	OMR Registration Form (two parts on one OMR sheet) (Both Side printing)	105 GSM	8.5" x 14"	2.0 lac ± 25%	_____
10.	OMR Examination Response Sheet (Both Side printing)	105 GSM	8.5" x 11.5"	2.0 lac ± 25%	_____
11.	Pre-Printed State Trade Certificate (Black), Parchment, continuous stationery	106 GSM	10"x12"x1" 80 Column	100 Packet ± 25% (each pkt containing 500 sheets)	_____
12.	Pre-Printed ITI(PNTC certificate) (Black) continuous startionery, Parchment	106 GSM	10"x12" 80 Column	200 Packet ± 25% (each pkt containing 500 sheets)	_____
13.	Detail Marks Card Colour Brown, Parchment With perforation Computer stationery	106 GSM	15"x12"x1" 132 Column	200 packet ± 25% (each pkt containing 500 sheets)	_____
14.	Pre Printed Admit Card Parchment, continuous stationery With three perforation	70 GSM	10"X12" 80 column	200 packet ± 25% (each pkt containing 1000 sheets)	_____

Stamp & signature of the Printer



- 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 demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of the Printer \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

Telephone No. (Office) \_\_\_\_\_

Telephone No. (Printing Press) \_\_\_\_\_

Stamp & signature of the Printer



**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING**  
Plot No. 1-A, Sector 36-A, Chandigarh.

### ***TENDER NOTICE***

Sealed tenders accompanied by earnest money in the form of a demand draft of Rs. 30,000/- drawn in favour of "The Secretary, Punjab State Board of Technical Education and Industrial Training" are invited for **Printing and Supply of various types of Pre-Printed stationary.**

from well established, reputed printers having their own Offset printing units and having annual turn over of more than Rs. 40 lacs in the year 2010-11, 2011-12 and 2012-13. The detailed specifications of the job are available in the tender documents. The tender document can be downloaded from the Board's websites "[www.punjabteched.com](http://www.punjabteched.com) and [www.punjabteched.net](http://www.punjabteched.net)". In case the tender document is submitted by downloading from the website, cost of the tender document Rs. 200/- should be paid in the form of cash in the Board's office before the submission of tender.

The tender document having detailed terms and conditions can also be obtained from the office of the Board against the payment of Rs. 200/- on any working day. The last date of receipt of tender is **04.07.2014** upto **2.00 P.M.** The tenders will be opened on 04.07.2014 at 3.30 P.M. in the office of the Board.

**Secretary**