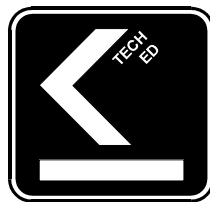


# **TENDER DOCUMENT**

**FOR**

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



*Price Rs. 500/-*

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

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

1. Tenders for printing and supply of various type of answer sheets/OMR Sheets are invited from the Offset Printers having their own offset printers having two years or more experience of OMR Sheets printing of Govt. department/Board/Educational Institutes(Please attach the photocopy of the purchase order) and having their own offset presses and having two years continuous experience of printing to any state/Centre Govt institute during last five years.” The tenderer should have relevant experience of printing of Answer Books and having turn over of above Rs. 50 lacs in the year 2014-15. Only Tenders received upto 06.05.2016 at 11.00 Am 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.

Tender should be filled in two separate parts and in two envelopes. First envelope should contain technical details i.e. performa and all documents relating to qualifying conditions supplied. 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 Answer Books and other Examination Answer Books”. 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 Answer Books and other Examination Answer Books”.

Technical bids will be opened first at 3.00 PM on 06.05.2016 in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened on 09.05.2016 at 11.00 AM. 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, the date of which will be intimated later at the time of finalising the Technical Bids.

3. Tender document may be submitted for complete jobs or for partial jobs.
4. Answer Books and other Examination Answer Books 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 will be forfeited.
5. Rate should be quoted per thousand in the Performa of “Commercial Bid” attached with Schedule ‘A’, which should be inclusive of printing, binding, frieghts/Octoi etc and all types of taxes, 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 Answer Books and other Examination Answer Books 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 Answer Book and other Examination Answer Books 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 in case 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. variation in GSM in 2 then penalty @ 6% of 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.

8. 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.

9. Any departure from these conditions will be liable to disqualify the tenderer.

10. 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. etc. 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.

11. The rates 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.

**12. 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 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.

13. The delivery of the Answer Books will be taken at the premises of the Board or place designated by the Board well in advance in the state of Punjab.
14. Supply order of tender quantity shall be given in one or more than one go as per the requirements of the Board.
15. 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.
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/computer facilities must be enclosed with the tender on the prescribed performa.
19. Printer is required to print the Answer Books and other Examination Answer Books 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. All the disputes shall be subject to the jurisdiction of the Chandigarh Courts.
21. 70% payment will be made within 20 days and balance after GSM testing.
22. Tenderer should not be blacklisted by any Institution/Govt. Organisation.
23. Please attach performance certificate from atleast two educational Insitutions.
24. The responsibility of 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.
25. The quantity mentioned in Schedule 'A' may be vary by 25%+-.

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 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. 2012-13, 2013-14 and 2014-15 alongwith audited balance sheet & Profit and Loss Account also attach copy of PAN No. of Income Tax & Sales Tax No.

2012-13	2013-14	2014-15

- ii. Give details of experience in Printing / Binding of Answer Books and other Examination Answer Books.

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 \_\_\_\_\_

\_\_\_\_\_

Stamp & signature of the Printer

**Schedule – ‘A’**  
**Detail of Specifications**  
**PRINTING/SUPPLY OF ANSWER BOOKS**  
**AND OTHER EXAMINATION ANSWER BOOKS**

**Printing & Binding of Answer Books  
and other Examination Answer Books on  
HPC/Ballarpur/JK/ ITC 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"x10.5"	17.00 lacs
<b>B)</b>	<b><u>I.T.I.</u></b>				
i)	Theory	24	60 GSM	8.5" x 10.5"	3.00 lacs
ii)	Practical	6	60 GSM	8.5" x 10.5"	2.00 lacs
iii)	Continuation Sheet	4	60 GSM	8.5" x 10.5"	0.50 lacs
iv)	COE Sheets	12	60 GSM	8.5" x 10.5"	0.35 lacs
v)	OMR Response Sheet Poly Exam/ITI Section with one Bar Code	Both Side Printing	105 GSM	8.5"x11.5" 8.25"x11.25"	2.5 lacs
vi)	OMR Application Form ITI application/Poly Section Two parts on one sheet With two bar code	Both Side Printing	105 GSM	8.5"x14"	1 lacs

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

1. The bar codes have to be unique Eight digit number and should not be repeated on any other OMR sheet.
2. 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.
3. Paper of OMR Sheet should be **105GSM (Grade ‘A’) SSMaplitho paper of 70-80% brightness.**
4. 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 Bar Code cover page in different colours such as red/orange/purple/green/blue supported for OMR scanner with pen reader.
5. All these OMR bar coded OMR Sheet should have exact cutting margin.
6. A test supply of OMR sheets is to be done and approval for same is to be taken before printing full order.

7. The quantity can, however, be increased or decreased ( $\pm 25\%$ ) at the discretion of the Board. The manufacturer shall, however, not print a Answer Book more than the quantity ordered. If per chance 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 30 days from the issue of supply order.

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



**PROFORMA  
COMMERCIAL BID  
PRINTING/SUPPLY OF THEORY ANSWER BOOKS  
AND OTHER EXAMINATION ANSWER BOOKS**

**Printing & Binding of Answer books  
and other Examination Answer Books on  
HPC / Ballarpur/JK/ ITCMap litho paper  
through offset process**

Description	Rate per answer book
<b>A) <u>Polytechnic</u></b>	
i) Practical, 8 pages, 60 GSM of 8.5" x 10.5"	_____
ii) House Examination, 16 pages, 60 GSM of 8.5" x 10.5"	_____
<b>B) <u>I.T.I.</u></b>	
i) Theory, 24 pages, 60 GSM of 8.5" x 10.5"	_____
ii) Practical, 6 pages, 60 GSM of 8.5" x 10.5"	_____
iii) Continuation Sheet, 4 pages, 60 GSM of 8.5" x 10.5"	_____
iv) COE Sheets, 12 pages, 60 GSM of 8.5" x 10.5"	_____
v) OMR Response Sheet Poly Exam/ITI Section with one Bar Code	_____
vi) OMR Application Form ITI application/Poly Section Two parts on one sheet With two bar code	_____

- 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 30 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