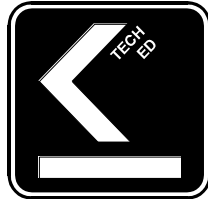


# **TENDER DOCUMENT**

**FOR**

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



Rs. 500

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

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

1	Tender No.	PSBTE&IT/PRE-PRINTED/ STATIONARY-2017
2	Total pages	15
3	Description	PRINTING AND SUPPLY OF PRE-PRINTED STATIONARY
4	EMD	Rs 30,000/-
5	Sale of Tender Document	26.05.2017
6	RFT Document cost	Rs 500/-
7	Last Date of Submission of online tender	16.06.2017 05:00 p.m.
8	Date of Opening of Technical bid	19.06.2017 11:00 a.m.
9	Opening of Commercial Bid	19.06.2017 03:00 p.m.

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**1.1 General**

- 1.1 The Punjab State Board of Technical Education and Industrial Training, Chandigarh invites bids "Printing and Supply of Pre-Printed Stationary" through e-tendering. Tenderers are advised to study the RFT Document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the RFT Document with full understanding of its implications
- 1.2 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 tenderer shall have to get themselves registered with **<https://etender.punjabgovt.gov.in>** and get user ID, Password. In case of any problem in compatibility of DSCs or for any clarification/difficulty regarding e-tendering process e-Procurement helpdesk may be contacted 0172-5035985/ 9257209340/ 8054628821/ 8146699894/8146608250
- 1.3 Interested tenderers can download the e-tender documents online from website **<https://etender.punjabgovt.gov.in>** after depositing tender document cost, EMD and processing fee online.
- 1.4 Tender Document fee ( Non-Refundable) as applicable shall be strictly paid through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
- 1.5 The tenderers will have to deposit Earnest Money/Bid Security(Refundable) which is to be paid through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
- 1.6 E-Tender processing fee (Non-Refundable) as applicable shall be paid to ITI (firm involved in e-procurement) strictly through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
- 1.7 Corrigendum / Addendum / Corrections, if any will be published on the website <https://etender.punjabgovt.gov.in>
- 1.8 This RFT Document is not transferable.

- 1.9 All bids are to submitted online and no manual receipt of bids shall be entertained.
- 1.10 Tenders which are not on the prescribed tender form will be rejected straightway. Telegraphic quotations will not be accepted.
- 1.11 Tenders not meeting specifications as per the RFT Document will be ignored .
- 1.12 The tender document fee/ tender processing fees shall not be refundable under any circumstances
- 1.13 The successful tenderer will have to deposit a performance bank guarantee for an as specified in this document
- 1.14 Secretary, The Punjab State Board of Technical Education & Industrial Training, Chandigarh, reserves the right amend the bid documents or extend the deadline for submission of bids .
- 1.15 The Tenderer shall bear all costs associated with the preparation and submission of its bid, and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 1.16 The tenderer shall upload all the relevant documents on the e-tendering portal and shall also submit hard copies (except the commercial bid) of uploaded documents including the samples & proof of EMD along with tender document. Each page of the tender document shall be duly signed and sealed in an envelope mentioning the name of the tender and name and address of the tenderer. This envelope containing all these documents and samples shall be submitted before the closing of e-tender i.e.19.06.2017 by 05:00 p.m. in Room No.2 in the office of Punjab State Board of Technical Education and Industrial Training, Chandigarh.

## **1.2 Schedule for Invitation to Tender**

- 1.2.1 The RFT Document shall also be available on the department website [www.punjabteched.com](http://www.punjabteched.com) and [www.punjabteched.net](http://www.punjabteched.net).
- 1.2.2 Last date and time for submission of Tender: 16.06.2017 05:00 p.m.
- 1.2.3 Date and Time of opening of bids:  
Technical bid: 19.06.2017 11:00 a.m.  
Commercial Bid: 19.06.2017 03:00 p.m.
- 1.2.4 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.

Note: The tenderer shall upload bids on the website (<http://etender.punjabgovt.gov.in>).

The Punjab State Board of Technical Education and Industrial Training, Chandigarh shall not be responsible for any failure in uploading of the tender documents and postal delay about non-receipt/non delivery of the documents.

Tenderers must ensure that their Digital Signature must be valid at the time of tender evaluation

## SECTION-II

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

- 2.1 Online 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 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 05.00 pm on **16.06.2017** will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions.
- 2.2 Each tender should be accompanied with earnest money of Rs. 30,000/- to be remitted through online transfer. 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.
- 2.3 Online Technical bids will be opened first at 11.00 a.m on **19.06.2017** in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened ,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.
- 2.4 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.
- 2.5 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.
- 2.6 The bidders will have to supply 3 identical samples of the papers in an envelope mentioning the tender No. alongwith name and address of the tenderer before the last date of submission of e-tender (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 tenderer, who fail to submit the sample, shall be disqualified. The samples of papers with name of mill must be signed and stamped by the tenderer.
- 2.7 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.

2.8 Paper should be of first quality.(HPC/Ballarpur/JK/ITC Maplitho paper)as per requirement.

2.9 The press 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.

2.10 Any deviation from these conditions will be liable to disqualify the tenderer.

2.11 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.

2.12 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.

2.13 **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 15% of the value of tender not complied with plus 0.25% additional penalty per day than the supply order 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.

- 2.14 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.
- 2.15 Supply order of tender quantity shall be given in one or more than one go as per the requirements of the Board.
- 2.16 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 firm that participate in tender.
- 2.17 The tenderer should sign all the pages of the tender document and affix stamp.
- 2.18 In case a Printer surrenders the work after accepting the same, a penalty @15% 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. In case the material/work found to be of inferior/not satisfactory, whole/part supply can be returned to supplier.
- 2.19 The details of infrastructure of the offset Printing Machines/computer facilities must be enclosed with the tender on the prescribed performa.
- 2.20 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.
- 2.21 All the disputes shall be subject to the jurisdiction of the Chandigarh Courts.
- 2.22 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.
- 2.23 Tenderer should not be blacklisted by any Institution/Govt. Organisation (separate certificate/undertaking required to be attached).
- 2.24. Please attach performance certificate from atleast two educational Insitutions.
- 2.25. 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.
- 2.26. The quantity mentioned in Schedule 'A' may be vary by  $\pm 25\%$ .
- 2.27. No conditional tender will be accepted.

2.28 In case of inferior quality of pre-printed stationery item found by the committee, first item 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 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 \_\_\_\_\_

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

**Particulars of Earnest Money**

Earnest Money: Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

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

Address \_\_\_\_\_

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

Stamp & signature of the Printer

Signature of the tenderer

**PROFORMA  
COMMERCIAL BID  
PRE-PRINTED STATIONERY**

**Examination Answer Books on  
HPC / Ballarpur/JK/ ITCMap litho paper (First Quality)  
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 Colour Green, Parchment with perforation.	_____
ii) Detail Marks Card(ITI), 110 GSM, 15" x 12" x 1 Colour Brown, Parchment with perforation.	_____
iii) Detail Marks Card (ITI), 110 GSM, 120 Col. Two Colours, Parchment with perforation	_____
<b>B) PRE-PRINTED STATIONERY</b>	
i) Diploma ITI, Two colours, 250 GSM, A4 Size Matt Paper	_____
ii) Diploma Certificate(Polytechnic), 250 GSM, A4 Size Four colours, Matt Paper	_____
iii) Transcript Certificate(Polytechnic), 170 GSM, A4 Size Green colours, Matt Paper	_____
iv) Transcript Certificate of PTD Course, 170 GSM, Legal Size Matt Paper	_____
v) Transcript Certificate of T&D Course, 170 GSM, A4 Size Matt Paper	_____

- 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.

Name of Printer and \_\_\_\_\_

Address \_\_\_\_\_

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

Signature of the tenderer

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

**Pre-Printed Stationery on  
HPC/Ballarpur/JK/ ITC Map litho paper(First Quality)  
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>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.)	400 packets (500 sheets in each Packet)
ii)	Detail Marks Card(ITI) Colour Brown, Parchment with perforation.		110 GSM	15" x 12" x 1 132 (col.)	50 packets (500 sheets in each Packet)
iii)	Detail Marks Card (ITI) Two Colours, Parchment with perforation		110 GSM	120 Col.	120 packets (500 sheets in each packet)
<b>B)</b>	<b>PRE-PRINTED STATIONERY</b>				
i)	Diploma ITI, Two colours, Matt Paper		250 GSM	A4 Size	50,000 sheets (500 sheets in each Packet)
ii)	Diploma Certificate(Polytechnic), Four colours, Matt Paper		250 GSM	A4 Size	35,000 sheets (500 sheets in each Packet)
iii)	Transcript Certificate(Polytechnic), Green colours, Matt Paper		170 GSM	A4 Size	35,000 sheets (500 sheets in each Packet)
iv)	Transcript Certificate of PTD Course Matt Paper		170 GSM	Legal Size	500 sheets
v)	Transcript Certificate of T&D Course Matt Paper		170 GSM	A4 Size	500 sheets

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.

Signature of the tenderer