



**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
**JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA**

**E-TENDER DOCUMENT**

**2018**

**FOR**

- (i) Answer Books (32 Pages excluding 4 title pages) without OMR
- (ii) Answer Book (32 Pages excluding 4 title pages) with perforation on OMR and barcode only at OMR
- (iii) Answer Book (32 Pages excluding 4 title pages) with perforation on OMR and Barcode on OMR and all pages of Answer sheet.
- (iv) Drawing Sheet stitched with front page (without OMR)

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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA

E-TENDER NOTICE

E-Tender No. – IKGPTU/2018-19/

Online tenders are invited as detailed below:-

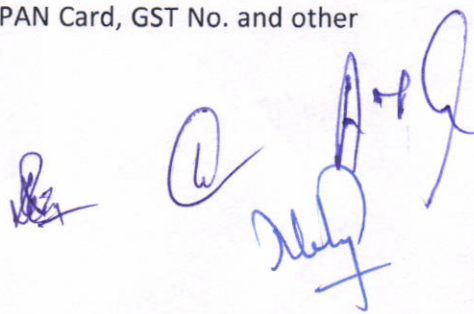
Name of Item		Cost of Tender Document	Earnest Money	Tender Processing Fee
1.	Answer Books (32 Pages excluding 4 title pages) without OMR (As per design 'A') Approx. Quantity 6.5 Lac Answer sheets per session	Rs. 1180/ - (inclusive of GST ) shall be paid online ( <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a> )	Rs. 2.5 Lacs Only shall be paid online ( <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a> )	Tender Processing Fee shall be paid online (as mentioned on the web Portal) ( <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a> )
2.	Drawing Sheet stitched with front page without OMR (As per design 'B') Approx. Quantity 20000 Drawing sheets per session			
3.	Answer Book (32 Pages excluding 4 title pages) with perforation on OMR & Barcode only at OMR Sheet (As per design 'C') Approx. Quantity 50000 Answer sheet per session or as per requirement of University			
4.	Answer Book (32 Pages excluding 4 title pages) with perforation on OMR & Barcode on OMR and all pages of answer Sheet (As per design 'C') Approx. Quantity 50000 Answer sheet per session or as per requirement of University			



Important Dates:-

Last Date of submission of online Tender	Date and Time of opening of Technical Bid	Date and Time of opening of Financial Bid	Venue
15-10-2018	16-10-2018	To be intimated later to the bidders who will qualify technical bid.	O/O Deputy Controller (Conduct) IKGPTU Jalandhar- Kapurthala Highway Kapurthala.

1. For participating in the above e-tendering process, the bidders shall have to get them registered in <https://eproc.punjab.gov.in> and get user ID and password Class 2 digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process, please contact Help Desk Number 0172-2970263, 0172-2970284 ( on Government working days from 09:00 AM to 05:00 PM) or call at 24 X 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. International bidder are requested to prefix 91 as country code. The blank tender document can obtained from Punjab Government e-procurement website :- <https://eproc.punjab.gov.in>.
2. All bids (both Technical and Financial ) should be uploaded in the E-procurement portal ( <https://eproc.punjab.gov.in>). No manual bids will be accepted.
3. Bidders are advised to visit the I.K. Gujral Punjab Technical University web site for getting the themselves updation for information on this tender. Corrigendum and addendum ( if any) will be uploaded only on E-procurement portal ( <https://eproc.punjab.gov.in>) and/or IKGPTU website.([www.ptu.ac.in/Tender.aspx](http://www.ptu.ac.in/Tender.aspx)). Bidder are advised to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and bidder are supposed to upload the same, duly signed as per the guidelines given in the tender document.
4. The tender document fee, Tender Processing fee and E.M.D. as mentioned above in table at page no. 02 of tender document should be deposited/Pay by online mode (Net Banking, NEFT/RTGS) only. No other modes will be accepted.
5. Corrigendum/Addendum/Corrections/notice, if any will be published on the website of NIC & IKGPTU.
6. Bids must be submitted online through <https://eproc.punjab.gov.in> before the time specified in the above table (as per system clock). Department/Service provider does not take any responsibility for the delay caused due to non availability of internet connection or net work traffic for online bids.
7. Bidders shall up load scanned copy of all the papers i.e. proof of PAN Card, GST No. and other documents mentioned in the subsequent pages.



8. Uploaded documents of valid successful bidders may be verified with the original documents. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post/e-mail.
9. Prospective Vendors are advised to start uploading process well in time and not leave it to the last minute as same may take time because of the data involved.
10. If the date of opening of tenders happens to be a public holiday, then the tenders will be opened on next working day at the same time and place.



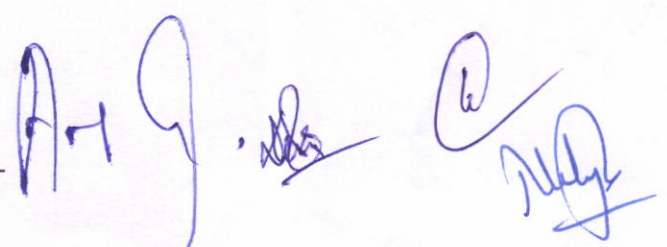


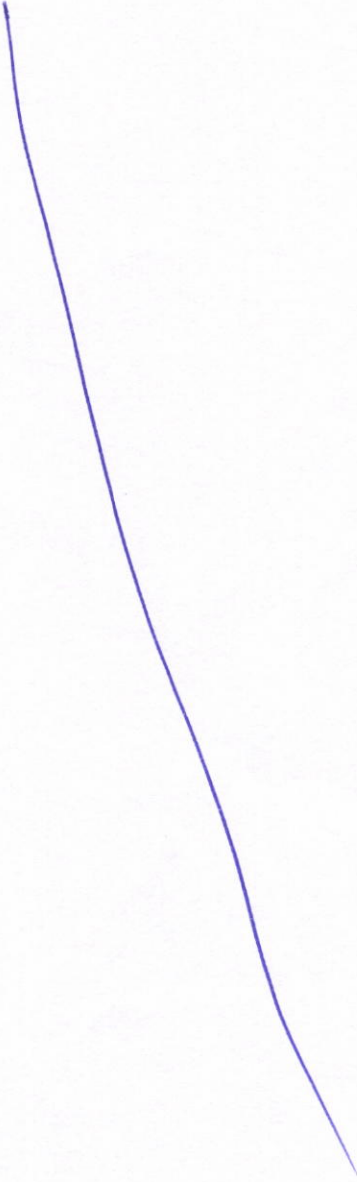
# I.K. GUJRAL Punjab Technical University

## Terms & Conditions

E Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenders. Conditional Tenders are liable to be rejected. I.K. Gujral Punjab Technical University IKGPTU Jalandhar will process the tender as per IKGPTU standard procedures. University reserves the right to reject any or all or part of tender without assigning any reason and shall also not be bound to accept the lowest tender. IKGPTU could not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. The Technical Bid must be PDF scanned and uploaded on the website and should be self attested. The Commercial Bid only submitted by online and not to be send hard copy. Commercial bids of only those tenderers will be opened who will qualify technically.
2. Rates should be FOR destination inclusive of all Taxes except GST. GST will be paid extra as applicable.
3. Supplier will get the proofing of all the items approved from the head of the user department and obtain supply order before execution of the order.
4. No separate payment will be made for proofing & preparation of samples.
5. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time. No interest will be paid on EMD/Performance security.
6. IKGPTU shall not be responsible if it is not possible to up load / submit the tender online due to any fault or malfunctioning of the internet / e tender site.
7. The tender must be submitted with the tender document available on e-tender website (<https://eproc.punjab.gov.in>)
8. Authorized signatory should sign on all the pages.
9. IKGPTU Kapurthala reserves the right to change the order quantity without assigning any reason(s), whatsoever.



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10. Delivery of the above items will have to be made according to the schedule given by the user department of IKGPTU, Kapurthala.
  11. The Answer Books and Drawing Sheet required to be delivered within 15 days from the date of issuance of supply order (as per the schedule provided by COE). Place of delivery will be University Campus, Jalandhar-Kapurthala Highway or any other place(s) in Punjab as directed by user department.
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Am J [Signature] @ [Signature]



## TENDER FORM

### Instructions to Tenderers

1. Any omission in filling the columns of "units and rates" shall altogether debar a quotation from being considered. Tenderer is required to quote rate for all items, otherwise his quotation will be rejected.
2. No alteration will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any qualified offer with the words such as subject to prior sale will be ignored. Ambiguity must be avoided in filling the tender and the Language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
3. Amount of EMD for Rs. 2.5 Lacs as prescribed in the tender notice must be deposited as security in the mode of E-Payment (RTGS/NEFT, Credit/Debit Card, Net Banking (HDFC Bank) and must accompany the tender without which tender will not be considered. The said amount will be forfeited, if any successful tenderer fails to supply the answer sheets within the time fixed by the Registrar, IKGPTU and or found violating the terms and conditions mentioned in the tender document. No interest will be paid by the University on EMD amount.
4. The contract will be awarded to the firm who will qualify the technical bid and offer L1 rate.
5. The supplier will have to deposit 10% of the supply order as performance security in the form of fixed deposit or performance bank guarantee for at least two years duration duly pledged in favor of Registrar, I K Gujral Punjab Technical University within 14 days of issuance of work/supply order, failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier without any notice. Performance security should be remain valid for a period of 60 days beyond the date of completion of contractual obligation of the supplier/bidder. 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 Registrar, IKGPTU will be final. The performance security shall be released after successful completion of the work, including warranty period if any. No interest will be paid by IKGPTU on the amount of performance security. The performance security will be forfeited if the supplier fails to print and **supply Answer Books (32 Pages) without OMR, Answer Book (32 Pages) with OMR and Drawing Sheet stitched with front page without OMR Answer Sheet** within the time frame fixed by University and or found violating the terms and conditions mentioned in the tender document.
6. No tender will be considered unless and until all the documents are properly signed.
7. All disputes will be settled within the jurisdiction of District Courts, Kapurthala.
8. Tenders/Offer of such firms which do not confirm to the aforesaid conditions will may be rejected straight-way.



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9. The manufacturer should have all arrangement in its premises only, the detail of which will be submitted along with tender i.e. printing, ruling, binding, packing, perforating etc. to the satisfaction of the University.
  10. The firm should not further sublet any work to any other agency. The Approximate requirement of Answer Book with or without OMR sheets is 30 Lacs and Front Page with drawing sheets is 80 thousand {for Four semester i.e. in 02 years (to be taken in Four installments)}

Or

- (i) Answer Books (32 Pages excluding 4 title pages) without OMR approximate quantity 6.5 Lac per session
- (ii) Drawing Sheets stitched with front page (as per design finalized by University) approximate quantity 20,000 per session
- (iii) (A) Answer Book (32 Pages excluding 4 title pages) with perforation on OMR and a Barcode only on OMR Sheet approximate quantity 50,000 answer sheet per session (or as per requirement of University)

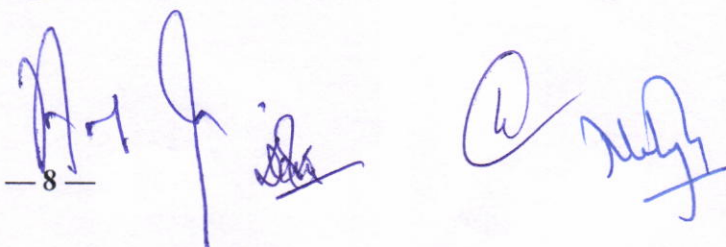
Or

(B) Answer Book (32 Pages excluding 4 title pages) with perforation on OMR and a Barcode on OMR as well as on all pages of answer sheets approximate quantity 50000 Answer sheet per session (or as per requirement of University).

Initially the duration of the contract is for 2 years. However the quantity may vary depending upon the requirement of IKGPTU. The contract can be further extended for a period of another one year at the discretion of the University, on the same terms and conditions of the tender document. No request for revision of rates will be entertained. The University reserves the right to cancel the tender at any stage. The manufacturer shall, however not print in excess of the quantity ordered for. If per chance excess quantity of any tendered item than the given order is printed accidentally, those will be immediately informed and supplied to the University only with the undertaking that no such Answer Books and Drawing Sheets are kept with the supplier. In case of any default/defect the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.

11. In case the university feels that the firm has delayed the supply of answer books as per schedule to complete the job, penalty @ 2% consignment per month as deemed fit by the University can be imposed. In addition to the penalty, the manufacturer may also be black-listed. However, in exceptional circumstances the period of execution of work may be extended by IKGPTU and delay in execution of the work may be conveyed to IKGPTU. The University reserves the right to impose penalty in such cases.
12. If the manufacturer fails to complete the job and University has to get it done from other manufacturer at higher rates, the amount due and the difference in the rates shall be deducted from the firm's bill/securities besides forfeiting the EMD and Performance security of the firm, imposing penalty and taking such other action as may be deemed fit by the University.

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13. If the job is refused by the contractor or not executed after accepting the condition of the tender/supply order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the University and further action as deemed fit will be taken.
  14. The officer(s)/committee may visit the premises of the firm before placing the order to judge the capability of firm. The Officer(s)/committee deputed by the Registrar of the University, however, can visit the premises of the manufacturer during the period of manufacturing to monitor the process of the work and to ascertain that the goods are manufactured as per specifications. If any lapse is found, the authorities of the University shall take such action as deems fit.
  15. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed as a proof of having accepted them along with the list of details of equipments, premises and a copy of a declaration relating to registration of the press.
  16. On receipt of item in the university, 90% payment of the bill (duly accompanied by delivery challans duly countersigned by CoE/DCoE) shall be processed within 7 working days from completion of inspection. Payment of the bills accompanied by delivery shall be released within 14 days from receipt of bill in the Finance & Accounts department under intimation to the user department which has processed the bill. All payments shall be made by Cheques/RTGS/NEFT (Subject to deduction of Tax Deducted at source as per Section 194 C of Income Tax Act 1961). Registrar, IKGPTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties. The payment includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit/Performance Guarantee governed by the separate clauses of the contract.
  17. The remaining 10% payment will be released after satisfactory report by the Officer in charge of Conduct Branch/ Examination Branch. University reserve right to make deduction in payment if material supplied is not as per specification. Any deviation will be dealt as per Bureau of Indian Standards for writing and printing papers specification.
  18. The security amount will be refunded after the supply of answer Books and clearance of all formalities regarding the payment.
  19. In case of any dispute arising under this agreement, the Vice-Chancellor, I.K.Gujral Punjab Technical University, Kapurthala may appoint arbitrator and decision of arbitrator shall be final and binding on both the parties.
  20. In case of any dispute arising between the parties and not settled by Arbitration as per above mentioned clause, the jurisdiction of Courts of Law shall be within the jurisdiction of the District court, Kapurthala.
  21. Note that tenders are to be submitted only on prescribed Performa available on website. The item mentioned in the tender shall be quoted to the specification laid down in the prescribed Performa attached along with this document.
  22. The vendor shall be bound to make supply to the University as per the terms specified and shall not link it up with the outstanding payments.
  23. Approved sample Answer Books and Drawing Sheets can be seen in the COE Office of IKGPTU on any working day during the office hours up to two working day before last date of the submission of tender.

24. The Answer Books and Drawing Sheets are the confidential document of the university. The firm shall be completely responsible for maintaining the secrecy of answer books.
25. The bid is valid for 120 days from the last date of submission of tender in the University. Supply order for next lot will be placed on receipt of satisfactory report regarding earlier order from the user department/branch.
26. The officer/committee may visit the premises of the firm before placing the order to judge the capability of firm.

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*[Handwritten signatures and initials in blue ink]*



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**PART-A**

(Only for reference, fill online only)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Technical Specification / Requirement

Details for the Firm

Sr. No.	Name of the Firm	Details available (attach self-attested copy of the documentary proof)
1.	Full Address : (i) Head Office :       (ii) Branch Office (if any) :	
2.	Telegraphic/email address :   Website:	
3.	Telephone Number(s) :   Mobile No.	
4.	Fax No. :	
5.	Date of establishment of the firm :	
6.	Is your firm registered under :  (a) Companies Act, 1956	

	(b) Factories Act, 1948?  (c) Any other Act. or proprietorship	
7.	Whether the firm is insured against fire, Theft, and Burglary, if so, please state the amount for which insured, the name of the insurance firm and policy no.	
8.	Satisfactory completion of work certificate for the relevant period	
9.	Undertaking that firm is not blacklisted by any Central Govt/ State Govt/ Autonomous body University Including IKGPTU./Institute/Organization and no complaint/enquiry/court case is pending against the firm	
10.	Undertaking that tenderer is not penalized by University for any reason in the past for printing and supply of answer books.	
11.	Details of equipment and manpower of firm/unit and firm should have all arrangement in its premises i.e. printing, rolling, binding, packaging, perforators, stitching etc.	
12.	The tenderer should have relevant experience of printing and supply of answer books and have a turnover of above Rs 1 crore each year for the last three financial years i.e. (2015-16,2016-17,2017-18)	
13.	GST No	
14.	PAN	
15.	Bank Name and address	
16.	Bank A/C No. and IFS Code	

Note: Information at Sr. No. 1 to 7 is informatory and S. No. 8 to 16 is mandatory.







Part-B

(Only for reference, fill online only)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Technical Compliance, Specifications & Quotation Form

QUOTATION FOR TENDER OF PRINTING & SUPPLY OF ANSWER BOOKS AND DRAWING SHEETS

Sr.No.	Item	Specification	Rate quoted in Rs. Per Piece inclusive of all (except GST) GST will be paid extra as applicable. FOR at IKGPTU Kapurthala Campus or any other place in Punjab
1	<b>Answer Books (32 Pages excluding 4 title pages) without OMR (As per design 'A') Approx. Quantity 6.5 Lac Answer sheets per session</b>	<p>70 GSM white colour, finished size (8.5 x 10.5 inches) (Portrait)</p> <p><b>Security Features and Specifications:</b></p> <p>70 GSM paper with security feature, invisible printing of IKGPTU logo to be deciphered under UV light on all pages, First cover page should be printed as per University requirement and duly machine numbered. All the 32 pages will be cross-ruled printed and must be stitched with thread by Sewing Machine.</p> <p>The Answer Books are to be packed in bundles of 250 Answer Books, in good quality box packing covered with transparent polythene bag of good quality.</p> <p>Serial no. of the Answer Books contained in the bundle has to be indicated by pasting slip of paper (4"x4") over the Box, printed in the same color/ink as of the answer books. All the boxes should be marked and supplied serial wise. The printing should be sharp, straight and correct.</p>	
2	<b>Drawing Sheet stitched with front page without OMR (As per design 'B') Approx. Quantity 20000 Drawing sheets per session</b>	<p><b>Drawing Sheet Paper Weight:</b> 160 GSM</p> <p><b>Size :</b> 22 x 28 inches</p> <p><b>Paper Color:</b> White</p> <p><b>Front Page Paper Weight:</b> 70 GSM white colour, finished size (8.5 x 10.5 inches) (Portrait)</p> <p><b>Security Features and Specifications:</b></p> <p>70 GSM paper with security feature, invisible printing of IKGPTU logo to be deciphered under UV light. Front page should be printed as per University requirement and duly machine numbered. The Drawing Sheets are to be packed in bundles as per the requirement of the University.</p>	



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		<b>Printing on Drawing Sheet:</b> University Name & Logo on drawing sheet with evaluator marking table and stitched with front page of without OMR Answer Sheet.	
3	<b>Answer Book (32 Pages excluding 4 title pages) with perforation on OMR &amp; Barcode only at OMR Sheet (As per design 'C') Approx. Quantity 50000 Answer sheet per session or as per requirement of University</b>	<p><b>GSM of First Page (OMR):</b> 100 GSM  <b>Size:</b> 8.5 x 10.5 inches (Portrait)  <b>Barcode:</b> 1D barcode  <b>Total numeric value:</b> Length not mandatory but should be unique and should not start with ZERO (Approx if the Answer Script count is less than 99,99,999 for a drive than it should be 7 Digit length). <i>Bar code printing must be sharp quality, straight, correct, superior and readable with all type of machines.</i>  <b>Barcode Standard:</b> Code 128  <b>GSM for Subsequent Pages:</b> 70 GSM  <b>Security Features and Specifications of Subsequent Pages:</b> 70 GSM paper with security feature, invisible printing of IKGPTU logo to be deciphered under UV light on all pages. All the 32 pages will be cross-ruled printed and must be stitched with thread by Sewing Machine.  The Answer Books are to be packed in bundles of 250 Answer Books, in good quality box packing covered with transparent polythene bag of good quality.  Serial no. of the Answer Books contained in the bundle has to be indicated by pasting slip of paper (4"x4") over the Box, printed in the same color/ink as of the answer books. All the boxes should be marked and supplied serial wise. The printing should be sharp, straight and correct.</p>	
4	<b>Answer Book (32 Pages excluding 4 title pages) with perforation on OMR &amp; Barcode on OMR and all pages of answer Sheet (As per design 'C') Approx. Quantity 50000 Answer sheet per session or as per requirement of</b>	<p><b>GSM of First Page (OMR):</b> 100 GSM  <b>Size:</b> 8.5 x 10.5 inches (Portrait)  <b>Barcode:</b> 1D barcode  <b>Total numeric value:</b> Length not mandatory but should be unique and should not start with ZERO (Approx if the Answer Script count is less than 99,99,999 for a drive than it should be 7 Digit length). <i>Bar code printing must be sharp quality, straight, correct, superior and readable with all type of machines.</i>  <b>Barcode Standard:</b> Code 128  <b>GSM for Subsequent Pages:</b> 70 GSM  <b>Security Features and Specifications of Subsequent Pages:</b> 70 GSM paper with security feature, invisible printing of IKGPTU logo to be deciphered under UV light on all pages. All the 32 pages will be cross-ruled printed and must be stitched with thread by Sewing Machine.</p>	



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	<b>University</b>	<p>The Answer Books are to be packed in bundles of 250 Answer Books, in good quality box packing covered with transparent polythene bag of good quality.</p> <p>Serial no. of the Answer Books contained in the bundle has to be indicated by pasting slip of paper (4"x4") over the Box, printed in the same color/ink as of the answer books. All the boxes should be marked and supplied serial wise. The printing should be sharp, straight and correct.</p>	
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