

**PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**

**TENDER DOCUMENT**  
**FOR**  
**Printing and Supply of Answer Books**  
**(32 Pages)**

Tender No..... Issued to .....

Receipt No..... Dated ..... Amount Rs.1000/-

**Printing and Supply of Answer Books (32 Pages)**

**Last date of submission of tender : 19.08.2011 at 12.00 noon**

**Date of opening of tender (Technical Bid) : 19.08.2011 at 12.15 pm**

**Date of opening of Financial Bid : 19.08.2011 at 03.30 pm**

**Venue:** PTU Kapurthala Campus, Jalandhar-Kapurthala Road

Note:

1. Please attach second copy of cash receipt of Rs. 1000/- with the quotation.
2. All pages of tender documents issued by the University should be attached with the quotation duly signed with seal of the firm as acceptance of terms and conditions of tender.
3. Certified copies of PAN. No. Service Tax/Registration No. etc should be attached.

**Note:** Tender document is available on website [www.ptu.ac.in](http://www.ptu.ac.in), [www.ptuexam.com](http://www.ptuexam.com) and [www.ptudep.org](http://www.ptudep.org). In case of downloaded tender documents please attach second copy of cash receipt of Rs. 1000/- to be procured before last date of purchase of tender i.e. 19.08.2011.

Signature's of issuing person.

# **Punjab Technical University**

## **Jalandhar (Pb.)**

### **Terms & Conditions**

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 Tenderer. Conditional Tenders are liable to be rejected. Punjab Technical University (PTU) Jalandhar will process the tender as per PTU 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. PTU could not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. While submitting tender, firm must submit, Technical Bid and Commercial Bid in two different envelopes clearly marking the contents on the outside of each envelope and are to be sealed in a single envelope. Commercial bids of only those firms will be opened who will qualify technically.
2. Technical bids & Financial bids will be opened on the due date and time as notified, in the presence of the vendors present with authorization letter from the respective company/firms.
3. Rates should be FOR destination including all taxes.
4. 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.
5. No separate payment will be made for proofing & preparation of samples.
6. No revision of the price bid will be allowed once the price bids are opened.
7. The EMD is liable to be forfeited in case the supplier fails to execute the order in time.
8. Delay in submission of tender in postal transit or due to other reasons will not be PTU's responsibility.
9. University is not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time notified for opening of tenders.
10. The tender should be submitted with the original tender document along with the second copy of cash receipt of Rs. 1000/-. Otherwise it shall lead to rejection.
11. Authorized signatory should sign on all the pages. Bids without signatures of authorized signatory will be rejected.
12. PTU Jalandhar reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
13. Firm must have experience of printing and supply of 32 Pages thread stitched answer books with or without OMR to any University/Educational Institute for minimum three consecutive terms.
14. Firm must submit the satisfactory certificate issued by the concerned university /educational institute.
15. The above said experience of each term must be equal to total value of the quoted rates for each issue.
16. The minimum annual turnover of the Firm should be One Crore in the field of printing specifically for the last year.
17. Delivery of the above items will be according to the schedule given by the user department of PTU, Jalandhar.
18. Firm should pack the answer books as per list of nodal centers and series allotted by the user department.
19. Firm will be responsible to collect the challan for delivery of Answer Books on daily basis.

20. Firm will be responsible to hand over answer books to Punjab Nodal centers from their own premises.
21. Place of delivery will be University Campus, Jalandhar-Kapurthala Highway for Outside Punjab Nodal centers.
22. Firm will be responsible to develop software to track the location or destination of any answer book at any time.
23. Firm will also give the link of software to all the Nodal Centers to daily update the status of used, missing, cancelled and damage answer books.
24. Firm will be responsible to give hardcopy/softcopy of list of series of used answer books on daily basis.
25. Final payment will be made on the basis of report generated by the user department through above said software.
26. Firm has to submit a copy of the declaration relating to the registration of the press along with quoted tender documents.
27. Firm has to submit an affidavit duly attested by the Notary declaring that the firm has never been black listed by any university/educational institute.

### **Acceptance**

I/We accept the above terms & conditions and shall comply with them strictly.

**Name of Vendor** \_\_\_\_\_

**Signature**

**Address** \_\_\_\_\_

**Seal of firm :**

\_\_\_\_\_

**Date :**

\_\_\_\_\_

**Punjab Technical University  
Jalandhar (Pb.)**

**TENDER FORM**

**Instructions to Tenderers**

1. Quotations must be enclosed in a properly sealed envelop addressed to the Registrar, Punjab Technical University (PTU), Jalandhar by designation and not by name. The quotation must reach the office of the Registrar on the date mentioned in the tender notice.
2. In the event of the quotations being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, or in the case of company the quotations should be executed in the manner laid down in the said company's Articles of Association. The signatures on the quotations should be deemed to be authorized signatures.
3. All the columns of the quotations form shall be duly, properly and exhaustively filled in. **The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No quotations" should be written across any or all of the items on the Performa for which a tenderer does not wish to tender.**
4. Any omission in filling the columns of "units and rates" shall altogether debar a quotation from being considered.
5. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration or overwriting is permitted in the rates. 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.
6. Amount of EMD for Rs. 1,00,000/- must be deposited as security in the shape of Bank Draft drawn in favour of the Registrar, PTU and must accompany the tender without which tender will not be considered. The said amount will be forfeited, if any successful tenderer fails within the time fixed by the Registrar, PTU.
7. No tender will be considered unless and until all the documents are properly signed.
8. Any tender which is not on the proper tender form or is received late will not be considered.
9. All disputes will be settled within the jurisdiction of the Head Quarters of Registrar, PTU.
10. Tenders / Offers of such firms who do not confirm to the aforesaid conditions will be rejected straight-way.
11. 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. **A copy of the declaration relating to the registration of the press be supplied along with quoted tender documents.**
12. The firm should not further sublet any work to any other agency.

13. The requirement of Answer Books is **8.5 lacs**, however the quantity may vary depending upon the requirement of PTU. 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 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.
14. In case the office feels that the firm has intentionally delayed in lot as per schedule to complete the job, special penalty @ 1% per day, as deemed fit by the University can be imposed. In addition to the special penalty, the manufacturer may also be black-listed. However, in exceptional circumstances the period of execution of work may be extended by PTU delay in execution of the work may be conveyed to PTU in special case as a whole or in part and token penalty will be imposed.
15. If the manufacturer fails to complete the job and University has to get it done from other manufacturer at higher rates, the difference in the rates accrued shall be deducted from the firm's bill/securities besides forfeiting the job security of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
16. If the job is refused by the manufacturer 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.
17. The Officer/s 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 and their safe guards envisaged in the terms and conditions. If any lapse is found, the authorities of the University shall take such action as deems fit whose order shall be final and binding.
18. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed in token 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.
19. Efforts will be made to clear 90% payment of Manufacturer's bills received complete in all respects through cheque within 30 days from the date of receipt of material and bills accompanied by delivery challans duly countersigned by the competent authority of the University. The remaining 10% payment will be released after satisfactory report by the Conduct Branch/ Examination Branch.
20. The security amount will be refunded after the supply of answer Books and clearance of all formalities regarding the payment.
21. The tenderer, if his bid is accepted shall enter into an agreement with the PTU duly written on a judicial paper vide which he will bind himself to the terms of the tender/supply order.
22. In case of any dispute arising under this agreement, the Vice-Chancellor, Punjab Technical University, Jalandhar would act as an Arbitrator and his decision shall be final and binding on both the parties.
23. In case of any dispute arising between the parties and not settled by Arbitration as per clause 11, the jurisdiction of Courts of Law shall be the H.Q. of PTU.
24. Note that tenders are to be submitted only on prescribed Performa as enclosed along with. The item mentioned in the tender shall be quoted to the specification laid down in the prescribed Performa attached along with this document.
25. 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.
26. Approved sample of all the items can be checked in the Registrar Office of PTU on any working day during the office hours up to one day before opening of the tender.

- 27 The Answer Books are the confidential document of the university. The firm shall be completely responsible for maintaining the secrecy of answer books.
- 28 The bid is valid for one year from the date of opening of tender. Supply order for next lot will be placed on receipt of satisfactory report regarding earlier order from the user branch.

Certified that I/We have read the above instructions, and these are acceptable to me/us. The Performa giving details of equipments, premises and along with a copy of declaration relating to registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed Performa.

**Signature:** .....

**Designation:** .....

**Complete Address of the Firm:**

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**Dated :**

## PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

## Technical Specification / Requirement

## Details for the Firm

Sr. No.	Name of the Firm	Details available (attach the documentary proof)
1.	Full Address : (i) Head Office :           (ii) Branch Office (if any) :	
2.	Telegraphic/email address :	
3.	Telephone Number(s) :	
4.	Fax No. :	
5.	Date of establishment of the firm :	
6.	Is your firm registered under : (a) The Indian Companies Act, 1913?  (b) The Indian Factories Act, 1932?  (c) Another Act. If not, who are the owners? (Please give full names)	
7.	Whether 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.	Details of equipment and manpower of your firm/unit	
9.	Proof of work experience for printing of Answer Books	

10.	Documentary Proof of Supply, Processing of Answer Books	
11.	Sales Tax No. / TIN No.	
12.	PAN	
13	A copy of the declaration relating to the registration of the press.	
14.	Bank A/c no. & IFS code	
15	Name of the bank & address	

**Note: Information's at S.No. 1 to 8 is informatory and S.No. 9 to 13 is mandatory**

**Certified that:**

1. I have read the terms and conditions governing this work of the university and hereby agree to abide by them.
2. The information provided by us above regarding the details of firm is correct and any information found by the Inspection Team of your office to be incorrect will lead to the cancellation of our bids.

**Name & Signature of  
the authorized signatory  
of the firm with  
seal of the firm**



## PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

**Technical Compliance, Specifications & Quotation Form**  
**QUOTATION FOR TENDER OF PRINTING & SUPPLY OF ANSWER BOOKS**

**Specifications:**

<b>Item</b>	<b>Specification</b>	<b>Rate quoted in Rs. Per Piece inclusive all taxes (Inclusive of all)</b>
<b>Answer Books 32 pages</b>	<p>60 GSM, 8.5 x 10.5 inches (Horizontal/Landscape), MAPLITHO 07 'A' grade Mill Paper with Security Features and specifications as :</p> <p>60 GSM paper, 'A' grade Mill paper with security feature of invisible printing of PTU logo to be deciphered under UV light/Microlettring/printing of PTU logo with Anti Scan ink (any one). 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. The word "P.T.U." is to be perforated in all the pages of Answer Books at the left hand top corner.</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"x 4") over the Box, printed in the same colour/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>	
<b>OMR</b>	<p>100 GSM, 8.15 x 10.25 inches MAPLITHO 07 'A' grade Mill Paper with Security Features and specifications as :</p> <p>100 GSM paper, 'A' grade Mill paper with security feature of invisible printing of PTU logo to be deciphered under UV light/microlettring/printing of PTU logo with AntiScan ink (any one).</p>	

**Note: The tender of Supply of Answer books may be awarded with or without OMR.**

Name of Vendor \_\_\_\_\_

Signature

Address \_\_\_\_\_

Seal of firm :

\_\_\_\_\_

Date :

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