

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

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

Tender Code/Advt No. **45** downloaded by

Tender Fee Deposit Amount dated In HDFC Bank

A/C No. at Branchor online.

Last date of submission of tender : 04.10.2011 at 11.00 am

Date of opening of tender (Technical Bid) : 04.10.2011 at 11.45 pm

Date of opening of tender (financial Bid) : 04.10.2011 at 03.30 pm

Venue: PTU Kapurthala Campus, Jalandhar-Kapurthala Road

Note:

1. Tender fee of Rs 1000/- may be deposited directly in HDFC Bank or online in Account No. HDFC **00461450000197** and self attested copy of receipt may be submitted alongwith the tender document favouring Registrar, PTU. The following detail must be written on pay slip at the time of deposit as narration :

PTU/Tender Code <u>45</u> /Tender Fee/AB/S-11//Party name in Brief
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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. Self attested copies of PAN. No, Service Tax/Registration No. etc should be attached.

Note : Tender document is available on University website www.ptu.ac.in. Tender fee of Rs 1000/- must be paid as mentioned at 1 above before submission of the tender documents.

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, tenderers 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 tenderers 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 inclusive of 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 (also available on University website i.e. (www.ptu.ac.in)), 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. Delivery of the above items will be according to the schedule given by the user department of PTU, Jalandhar.
14. Place of delivery will be University Campus, Jalandhar-Kapurthala Highway.
15. Firm should submit the proof of 'A' grade Mill paper before start of the work.

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, (attach copy of Power of Attorney as a proof) 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/Bank Security for Rs. 3,80,000/- as prescribed in the tender notice 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 to supply the answer sheets 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 alongwith 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 Approximate requirement of Answer Books is **36 lacs** (for four semesters), however the quantity may vary depending upon the requirement of PTU. 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 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 university feels that the firm has intentionally delayed the supply of answer books 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 and delay in execution of the work may be conveyed to PTU. The University reserves the right to impose penalty in such cases.
15. 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 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 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.
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.
- 29 The officer/committee may visit the premises of the firm before placing the order to judge the capability of firm.

Certified that I/We have read the above terms and conditions, and these are acceptable to me/us. The proforma 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 proforma.

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 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.	A copy of the declaration relating to the registration of the press	
9.	Satisfactory completion of work from PTU if already worked for PTU.	
10.	Undertaking that firm is not blacklisted by any University/Institute/Organization.	

11.	Details of equipment and manpower of firm/unit and firm should have all arrangement in its premises i.e. painting, rolling, binding, packaging, perforators, stiching etc.	
12.	Average annual financial turnover during last 3 years, ending 31 st March of the previous financial year should be at least 1.5 crores (One and half crore)	
13.	Financial standing through latest ITCC annual report (balance sheet and profit & Loss account) of last 3 years	
14.	Experience for printing of anaswer books during last 2 years as follows :- (a) One similar completed work costing not less than Rs 20.00 Lakhs	
15.	Sales Tax No./TIN No.	
16.	PAN	
17.	Bank Name and address	
18.	Bank A/C No. and IFS Code	

Note : Information's at S. No. 1 to 7 is informatory and S. No. 8 to 18 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:

Item	Specification	Rate quoted in Rs. Per Piece inclusive all taxes (Inclusive of Octroi, Cartage, Packing charges, Sampling charges, loading & unloading) FOR at PTU Kapurthala Campus
Answer Books 32 pages	<p>A. 60 GSM, (8.5 x 10.5 inches) (Finished Size), MAPLITHO 07 'A' grade Mill Paper, (Portrait)</p> <p>Security Features and Specifications:</p> <p>60 GSM paper, 'A' grade Mill paper with security feature, invisible printing of PTU 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. The word "P.T.U." is to be perforated in all the pages of Answer Books at the left hand top corner. (The word _____ printed with Bleeding Ink to be visible from back side at Top Line of every page)</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>	

Name of Vendor _____

Signature

Address _____

Seal of firm :

Date :
