

TENDER DOCUMENT

FOR

Printing, Stationary and General Items

TECHNICAL BID

PART - I

2013

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
POST BAG NO.1, KAPURTHALA
PUNJAB**



CONTENTS

S.No.	Description	Page No.
<u>PART – I:</u>		
TECHNICAL BID:		
1.	Notice Inviting Tender	3-4
2.	General Terms and Conditions	5-9
3.	Special Terms and Conditions	10
4.	Pre Qualification Criteria	11
5.	Technical Information	12
6.	Undertaking	13
<u>PART – II:</u>		
FINANCIAL BID		
7.	Schedule A	15
8.	Schedule B	16-19
9.	Schedule C	20-21
10.	Schedule D	22-23



PUNJAB TECHNICAL UNIVERSITY

NOTICE INVITING TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

1. Sealed tenders are invited from reputed and established suppliers for supply of Envelopes, Stationery & other items, Printing of forms & other items, Papers as per lists in Schedule A, B, C,D of Financial Bid for the period of one year and extendable for one more year based on performance of firms.
2. The total annual estimated cost of stationery and general consumable items will be about 30 lakhs. This is only estimation. The actual amount shall depend upon the requirement. These items are purchased on monthly basis/as or when required.
3. The method of submission of tender, amounts of Earnest Money/Security Deposit and General Terms and Conditions applicable to contract has been mentioned in **General Terms and Conditions**. The work is to be performed strictly as per parameters/technical specifications given in Tender document. The proforma for submission of tender has been given in **Technical Information** (for Technical Bid) and **Financial Bid** (for Financial Bid) to this Notice Inviting Tender.

4. **Schedule of Tender**

Last Date & Time of Receipt of Tender : 19-09-2013 at 10:30 AM

Date & time of opening the Bids

Technical Bid : 19-09-2013 at 11:00 AM

Financial Bid : 19-09-2013 at 02:30 PM

Tender Venue : **Office of the Registrar**

5. Amount of Earnest Money to be deposited as per **Clause 3 of General Terms and Condition** in the shape of Demand draft.
6. The tender document can be downloaded from the PTU website (www.ptu.ac.in). The tenderers who download the tender document from the website should furnish a demand draft for Rs.1,000/- (One Thousand only) issued in favour of **Registrar, PTU** towards the cost of the tender document.
7. The tenders complete in all respect must be reach in this office before date and time indicated in the schedule of tender in para 4 above. The tenders received after the scheduled date and time will be rejected outright. The tenders may be sent by registered post/or submitted in the dispatch/Reception of Punjab Technical University, Campus, Jalandhar-Kapurthala Road, so as to reach 19-09-2013 upto 10:30 AM. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.
8. PTU reserves the right to constitute a panel of bidders at L-1 rates.



- 9. Completed tender documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelop (super-scribing "Earnest Money and cost of tender documents for the work" containing the Earnest Money and cost of tender documents) in the form as prescribed in the tender documents shall further be sealed in a larger envelope super-scribing the name of the work as stated above (alongwith date and time of opening of tenders) and should be deposited in the tender box at the following address:

**THE REGISTRAR,
PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY, PUNJAB**

before 10:30 hours. Tenders (Technical Bids only) shall be opened at 11:00 hours on the same day in the presence of the tenderers or their authorised representatives intending to attend the opening. After evaluation of the technical bids, the financial bids of only those agencies who fulfill the eligibility criteria specified in the tender documents shall also be opened on the same day at 14:30 hours. The decision of PTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding. Any tender received later than the time and date of opening of Technical bids shall be rejected and returned to the tenderer unopened.

- 10. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
- 11. Any tender received without Earnest Money & the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.
- 12. PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
- 13. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of PTU in this regard shall be final and binding.
- 14. The validity of the offer shall be 90 days after the date of opening of the tender. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender which are not acceptable to PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.
- 15. The transfer of tender documents purchased by one intending tenderer to another tenderer is not admissible. Tenderer can submit tenders only on the documents downloaded from PTU's website.

Registrar



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

GENERAL TERMS AND CONDITIONS

1. **Parties:-** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and Punjab Technical University
2. **Addresses:-** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Punjab Technical University. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
 - 3.1 Earnest money in form of demand draft from bank drawn in favour of **Registrar, PTU, Jalandhar, payable at Jalandhar** must be deposited along with the tender. The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outright rejected. The detail of Earnest money is given as under:-

Tender	Items	Approx Annual requirement in lacs	Earnest money
A	Envelopes	5	10000
B	Stationery & Other items	15	30000
C	Printing of Forms & Other items	5	10000
D	Papers	5	10000

- 3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
 - 3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee/demand draft will be forfeited.
 - 3.4 The tenders without Earnest Money will be summarily rejected.
4. **Preparation and Submission of Tender:**

The tender should be submitted in three parts namely Technical Bid (in form given in **Technical Information**). Earnest Money, Financial Bid (in form given in **Financial Bid**) and each should be kept in a separate sealed cover. All the covers should be



kept in another sealed cover addressed to the undersigned. The outer cover envelope containing sealed cover should bear the address of Tenderer. The inner three covers should be super scribed with subject of Tender, whether the cover is containing "Technical Bid" or "Financial Bid" or Earnest Money. The outer cover should be super scribed with the words "Tender for PRINTING, STATIONERY AND GENERAL ITEMS".

5. **Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

N.B.

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.**

6. **Technical Bid:**

- 6.1 The Technical bid should be submitted in form given in **Technical Information**, Demand Draft for Earnest Money along with Copy of PAN Number issued in favour of the firm and any other information sought for in the last section of the **Technical Information**.



7. Financial Bid:

7.1 The Financial Bid should be submitted in the Schedules A, B, C, D given in **Financial Bid** in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically competent, will be opened on a specified date and time to be intimated to the respective tenderer.

7.2 Terms of payment as stated in the Tender Documents shall be final.

8. Validity of the Bids:

The bids shall be valid for a period of 90 days as indicated in "Notice inviting Tender" after the date of opening of the tender.

9. Opening of Tender:

The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

10. Criterion for Evaluation of Tender:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in **Technical Bid** and then on the basis of commercial information furnished in form given in **Financial Bid**. The Financial bid of such firms found valid based on technical parameters (as per **Technical Information and Undertaking**) will be opened on the date, time and venue to be announced after opening of the Technical Bid. L-1 bidders will be decided separately for all the Schedules. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of this Tender.

11. Right of Acceptance:

11.1 The Registrar, Punjab Technical University reserves all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Registrar, Punjab Technical University in this regard shall be final and binding.

11.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

12. Communication of Acceptance:

Successful Tenderer will be informed of the acceptance of his tender.



13. Security Deposit:

13.1 The earnest money deposited by successful tenderers will be converted to security upto the compliance/ conditions specified in clause 13.2

13.2 The Bank Guarantee can be forfeited by order of the Registrar, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee/ demand draft as may be considered by the Registrar, Punjab Technical University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final satisfactory performance report on the account of firm's bill has been issued by the concerned department.

14. Penalty:

(a) In case of breach of any conditions of the conditions of the contract and for all type of losses caused including excess cost due to purchase of stationery from the market in the event of contractor failing to provide requisitioned stationery, Registrar, PTU Jalandhar shall make deductions at double the rate of stationery on prorata basis from the bills presented by the contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days so the credit of the PTU, Jalandhar .

(b) The powers of the Registrar, PTU under these conditions shall in no way effect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause above.

15. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be encashed. In the event of the vendor becoming insolvent or going into liquidation, PTU shall be entitled to treat such insolvency/liquidation as a breach of contract from the moment it occurs.

16. Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party.

17. The tender is non transferable.

18. Terms of payment:

- 18.1 No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
- 18.2 The contractor shall submit the bills at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- 18.3 All payments shall be made by cheques only. (A/c payee only)
- 18.4 Registrar, PTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 18.5 The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- 18.6 Wherever applicable all payments will be made as per conditions stated in **Special Terms and Conditions.**

19. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for the conditions do not yield any results within a period of 30 days, either of the parties may make a request to other party for submission of the depute for decision by an arbitral tribunal condition a sole arbitrator to be appointed by university the provision of arbitration and conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

**Registrar
Punjab Technical University**



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

SPECIAL TERMS AND CONDITIONS

1. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from security money or from pending bills of defaulting firm by issuing notice and necessary action for blacklisting the firm also be taken.
2. The rate quoted by tendering firm for items mentioned in Schedule A, B, C, D should be inclusive of all taxes for the period of one. No request for increase in the rates will be entertained during the period of contract nor will the firm raise the same.
3. The requirement of stationery/general consumable items can be increased or decreased and the firm(s) has to supply the stationery/general consumable items during the period of contract.
4. All the stationery/general consumable items supplied by the firm should be as per specifications/brands mentioned in the tender document sub-standard material will not be accepted at all.

Registrar
Punjab Technical University



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

PRE QUALIFICATION CRITERIA

1. Tenderer should have two year experience of printing, supply of stationary and general items in Universities/Schools/Colleges/Institutions/Govt. Departments/Public Sector undertaking (Attach the copy of supply order/bills/rate contract and copy of satisfactory certificate).
2. Tenderer should have annual turnover for related material/work of at least 10 Lacs (Ten Lacs) for the last financial year (Copy of Audited balance sheet /certificate from CA).
3. Tenderer should have PAN No. in his or in the name of firm (Attach attested photocopy).
4. The tendering firm must be registered with the sales tax department and submit the sales tax registration certificate. In absence of these documents, the tender will not be entertained.
5. All the firms participating in the tender must submit a list of their owners, partners etc. along with their contact telephone numbers.
6. **Undertaking to the effect that the firm is neither black listed** by any government department nor any criminal case is registered against the firm.

Registrar
Punjab Technical University



**PUNJAB TECHNICAL UNIVERSITY
TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS**

TECHNICAL INFORMATION

1	Name of the Tenderer/ Concern	
2	Address	
	Mobile No./Telephone	
3	Nature of the Tenderer /Concern (i.e. Sole Proprietor or Partnership firm or a Company (Attach Proof)	
4	Registration Number of Firm (Attested Copy)	
5	PAN Number of Tenderer /Concern (Attested copy should be attached)	
6	Sale Tax/VAT registration certificate and TIN Number (Attested copy should be attached)	
7	Annual turnover of firm (Attach Proof.)	
8	Details of experience(Attested Proof).	

9. Whether each page of Tender have been signed and stamped (YES / NO)_____

10. Undertaking to the affect that the firm in neither black listed by any government department nor any criminal case is registered against the firm. Attached (Yes/No)_____

11. Detail of EMDs :-

Tender	Items	Name of Bank	Draft No & Date	Amount
A	Envelopes			
B	Stationary & other items			
C	Printing of forms & other items			
D	Papers			

12. Any other information important in the opinion of the tenderer.

Dated :
Place :

(Signature of Tenderer
With stamps of the firm)



UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the PTU and shall abide by them.
2. I/We also undertake that I/we have understood “Parameters and Technical Specifications for conducting the Work” mentioned in **Pre Qualification Criteria** and shall execute the work strictly as per the parameters.
3. I/We further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

Dated:
Place :

**(Signature of Tenderer
With stamps of the firm)**



TENDER DOCUMENT

FOR

PRINTING, STATIONERY AND GENERAL ITEMS

FINANCIAL BID

PART - II

2013

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
POST BAG NO.1, KAPURTHALA
PUNJAB**



PUNJAB TECHNICAL UNIVERSITY JALANDHAR
Financial Bid

Schedule A : Envelopes

S r N o	Items	Units	Specification/Brand	Rate Quoted per Unit (Inclusive all Taxes)
1	Envelope with printing of university name	Nos	Type: Cloth lined envelope Paper Weight : 140 GSM Size: 12"x16" Colour : Yellow	
2	Envelope with printing of university name	Nos	Type: Paper Paper weight : 110 GSM Size: 10"x14" Colour : Yellow	
3	Envelope with printing of university name	Nos	Type: Paper (Star) Paper weight : 80 GSM Size: 10"x12" Colour : Brown	
4	Envelope with printing of university name	Nos	Type: Paper (Taj Mahal) Paper weight : 80 GSM Size: 9"x4" Colour : White	
5	Envelope with printing of university name	Nos	Type: Cloth Lined Envelope Paper weight : 140 GSM Size: 12"x16" Colour : Khaki	
6	Non-Wooven Bags	Nos	With Sticking 16"x 16"x6" with long handle (60gms cloth)	
7	Non-Wooven Bags	Nos	With Sticking 15"x 18" with long handle (60gms cloth)	
8	Envelop Laminated	Nos	10"x12" Make Taj Mehal	
9	Envelop	Nos	11"x 5" Make Taj Mehal White	

Dated : _____

Place : _____

(Dated Signature of Tenderer
with stamps of the Firm)



Punjab Technical University
Financial Bid

Schedule B : Stationary & other items

Sr No	Items	Units	Specification/Brand	Rate Quoted per Unit (Inclusive all Taxes)
1	Files cover yellow/Pink	Nos	Standard with printing of University Name	
2	Ripple File	Nos	Standard with printing of University Name	
3	Index Files with Kangaroo Clip FS/A4 Size	Nos	Standard with printing of University Name	
4	Cobra files	Nos	Standard with printing of University Name	
5	Plastic File Folder	Pkts	With 10-20 Pages Capacity	
6	Blank CDs	Nos	Sony/Moser bear	
7	CD Marker	Nos	Reynolds/Luxer	
8	Blank CDs RW	Nos	Sony/Moser bear	
9	DVDs	Nos	Sony/Moser bear	
10	Pen drive 8GB	Nos	Kingston/sony/san Disk/Moser Bear	
11	Pen drive 4GB	Nos	Kingston/sony/san Disk/Moser Bear	
12	Glass for water	Nos	Yera /Borosil/Treo	
13	Hit spray 425 ml	Nos	Mortin/Baygon	
14	Jug	Nos	Cello Palastic	
15	Room fresher 300 ml	Nos	Odonil	
16	Calculator 12 digit	Nos	Dual power (Latest Model) Citizen	
17	Carbon paper blue	Pkts	Kores	
18	Colin spray 500 ml	Nos	Colins	
19	Colorful flag slip	Pad	Oddy- 3 colour/ Desmart	
20	Cutter (large size)	Nos	Natraj	
21	Cutter (Small Size)	Nos	Natraj	
22	Dak Pad	Nos	Rexine	
23	Damper	Nos	Omega	
24	Dust bin large size	Nos	Cello Palastic	
25	Dustbin small size	Nos	Cello Palastic	
26	Duster	Nos	Check Cloth 18 x18	
27	Eraser	Pkts	Natraj/apsara	
28	Fevi Quick	Nos	Pidilite 2 GM	
29	Fevi Stick	Nos	Pidilite 8 GM	



30	Fevi Stick		Pidilite 15 GM	
31	Flapper	Pkts	Laminated with printing of university name	
32	Flapper with hard board	Pkts	Good quality with printing of university name	
33	Green Tags	Pkts	36" Size	
34	Gum paste bottle 700ml	Bottle	Camel	
35	Gutka pad white	Nos	100 Pages	
36	Marker permanent	Nos	Luxir/Reynold/Fabre Castle	
37	Highlighter	Nos	Fabre Castle/Lunar/ Reynold	
38	Notepad	Nos	50 Pages	
39	Paper tape	Role	1" Size	
40	Paper weight	Boxes	Fancy	
41	Paste it pad	Nos	3" X 3"	
42	Pens	Nos	Uniball eye micro	
43	Pens	Nos	Reynold Trimax	
44	Pens	Nos	Uniball Eye Fine	
45	Pens	Nos	Cello Max Writer	
46	Pens	Nos	Add Gel Achiever	
47	Pens	Nos	Cello Butter Flow	
48	Pens	Nos	Natraj Mist	
49	Pencils	Pkts	Natraj HB	
50	Plastic Bag (Bora) with Printing	Nos	Size : 35 x 25	
51	Plastic sutli	Rol	1 kg Roll	
52	Register 100 Pages	Nos	Hard Bonded With Good Quality (Ruled) Size 17"x27/2	
53	Register 200 Pages	Nos	Hard Bonded With Good Quality (Ruled) Size 17"x27/2	
54	Register 400 Pages	Nos	Hard Bonded With Good Quality (Ruled) Size 17"x27/2	
55	Register 600 pages	Nos	Hard Bonded With Good Quality (Ruled) Size 17"x27/2	
56	Rubber Band-2"	Pkts	Hard Bonded With Good Quality	
57	Scales (Plastic) 12"	Nos	Natraj	
58	Scales (Steel) 12"	Nos	Natraj	
59	Scissor-Big-Small	Nos	Kangaro	
60	Sharpner	Pkts	Natraj	
61	Stapler Pins (Small Size)	Boxes	Kangaro	
62	Stapler Pins (Large Size)	Boxes	Kangaro	
63	Staplers (Large Size)	Boxes	Kangaro HP-45 Plier/ord	
64	Staplers (Small Size)	Boxes	Kangaro HD-10D	

