



# **I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**

**JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA**

## **TENDER DOCUMENT**

**2017**

**FOR**

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

  
AR(S&P)

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

**E-TENDER NOTICE**

**E-Tender No. – IKGPTU/2016-17/01**

Online tenders are invited as detailed below:-

Name of Item	Cost of Tender Document	Earnest Money	Tender Processing Fee
Printing and Supply of Answer Books (32 Pages)	Rs. 2500/-	Rs. 300,000/-only.	Bidders are not required to pay tender processing fee.

Important Dates:-

Last Date and Time of submission of online Tender	Date and Time of opening of Technical Bid	Date and Time of opening of Financial Bid	Venue
<u>23/3/2017</u> up to 05:00 PM	<u>24/3/2017</u> at 11:00 AM	To be intimated later to the bidders who will qualify technical bid.	IKGPTU Jalandhar-Kapurthala Highway Kapurthala.

1. The tender form and terms & conditions can be downloaded from website **etender.punjabgovt.gov.in**. Tenders shall be opened at above mentioned places in the presence of parties or their representative who may like to be present. For participating in the above e-tendering process, the suppliers/bidders shall have to get themselves registered with **etender.punjabgovt.gov.in** and get user ID and password Class three Digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process flow, please contact us on 8146699878 (District Coordinator, Jalandhar) or E-procurement Helpdesk Nos. 8054628821, 0172-3934667, 9257209340.
2. The **tender form fee Rs. 2500/- and E.M.D. as mentioned in above table**. The Tender fees and EMD should be deposited / Pay by online/E-payment mode only. No other modes will be accepted. **BIDDER ARE NOT REQUIRED TO PAY TENDER PROCESSING FEE, AS SAME IS BEING PAID BY IKGPTU TO PUNJAB INFOTECH.**
3. Corrigendum/Addendum /Corrections, if any will be published on the website.
4. All fees like tender fee (Non refundable) and Earnest money shall be paid through ONLINE mode (IPG, Net Banking, NEFT/RTGS) only.
5. Bids must be submitted online through **e-portal etender.punjabgovt.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.

6. Bidders shall up load scanned copy of all the papers i.e. proof of Earnest Money, Tender Form Fee, Enlistment Certificate, PAN Card, VAT No. and other certificates as required in the eligibility criteria, without which the tenders would not be opened and would be rejected.
7. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent though registered post/e-mail.
8. Bid(s) once submitted online, can be resubmitted before last date and time of submission.
9. There is no limit to data that can be uploaded on Punjab Infotech website, however, for ease of uploading and downloading, vendors will be advised to compile data into files and upload. Capacity of each upload file should not be more than 4 MB, preferable to keep it even less.
10. Perspective Vendors are advised to start uploading process well on time and not leave it to the last minute as same shall take time because of the data involved.
11. 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.
12. The bidders should keep checking the website for any **addenda/corrigenda** to the notice/bidding documents till the date of on-line submission of bids, and the bidder should incorporate the same in his bid documents.





# I.K. GUJRAL Punjab Technical University

## 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 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 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. Technical 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/firm.
3. The bidders who qualify the technical bid, will only be informed regarding opening of financial bids. The financial bids will be opened on the due date and time as intimated, in the presence of the vendors present with authorization letter from the respective company/firms.
4. Rates should be FOR destination inclusive of all taxes.
5. 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.
6. No separate payment will be made for proofing & preparation of samples.
7. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time.
8. 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.
9. The tender should be submitted with the tender document available on etender website (etender.punjabgovt.gov.in) and can be seen on University website i.e. (www.ptu.ac.in).
10. Authorized signatory should sign on all the pages. Bids without signatures of authorized signatory on all the pages will be outrightly rejected.

1. IKGPTU Jalandhar reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
12. Delivery of the above items will have to be made according to the schedule given by the user department of IKGPTU, Jalandhar.
13. The answer books are required to be delivered within 45 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.
14. 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 these strictly.

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

Signature

Address \_\_\_\_\_

Seal of firm :

\_\_\_\_\_

Date :





# I.K. Gujral Punjab Technical University

## TENDER FORM

### Instructions to Tenderers

1. 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 shall be deemed to be authorized signatures.
2. 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.
3. Any omission in filling the columns of "units and rates" shall altogether debar a quotation from being considered.
4. No alteration should be made in any of the terms and conditions of the tender by scoring out. 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.
5. Amount of EMD for Rs. 3, 00,000/- (Rs. Three lakh only) 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.
6. The contract will be awarded to the firm who will qualify the technical bid and offer lowest rate.
7. The total amount of performance security is Rs 7, 50, 000 (Rs Seven lakh fifty thousand only). An EMD of successful bidder shall be converted into performance security. If the successful bidder fails to furnish the performance security, within 15 days of the placement of supply order, the EMD shall be forfeited. The performance security shall be released after successful completion of the work, including warranty period, if any. No interest will be paid by the IKGPTU on the performance security. 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
8. No tender will be considered unless and until all the documents are properly signed.
9. Any tender which is not on the proper tender form or is received after the due date and time will not be considered.
10. All disputes will be settled within the jurisdiction of the Head Quarters of Registrar, IKG PTU.



11. Tenders / Offers of such firms which do not conform to the aforesaid conditions will be rejected straight-way.
12. 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 Self attested copy of the declaration relating to the registration of the press, be supplied along with quoted tender documents.
13. The firm should not further sublet any work to any other agency. The Approximate requirement of Answer Books is 30 lacs (for four semesters), however the quantity may vary depending upon the requirement of IKGPTU. 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 IKGPTU and delay in execution of the work may be conveyed to IKGPTU. 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 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.
17. The Officer/s designated 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.
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. 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/installation. 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 department which has processed the bill. All payments shall be made by Cheques/RTGS/NEFT. 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.
20. The remaining 10% payment will be released after satisfactory report by the Officer in charge of Conduct Branch/ Examination Branch.



21. The security amount will be refunded after the supply of answer Books and clearance of all formalities regarding the payment.
22. The tenderer, if his bid is accepted shall enter into an agreement with the IKGPTU duly written on a judicial paper vide which he will bind himself to the terms of the tender/ supply order
23. In case of any dispute arising under this agreement, the Vice-Chancellor, I.K.Gujral Punjab Technical University, Jalandhar would act as an Arbitrator and his decision shall be final and binding on both the parties.
24. 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 the H.Q. of IKGPTU.
25. 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.
26. 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.
27. Approved sample answer sheet can be checked in the COE Office of IKGPTU on any working day during the office hours up to one day before opening of the tender.
28. The Answer Books are the confidential document of the university. The firm shall be completely responsible for maintaining the secrecy of answer books.
29. The bid is valid for 60 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 branch.
30. 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 online.

Signature: .....  
Designation: .....  
Complete Address of the Firm:  
.....

Dated :

.....







# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala, Punjab

Technical Specification / Requirement

E-Tender No. - IKGPTU/2016-17/01

**Name of the Work:-** Printing and Supply of Answer Books (32 Pages)

Nam of the Firm/Bidder		
Sr. No	Perticulars	Remarks
1	Name of the Contact Person	
2	Full Address : (i) Head Office :	
	(ii) Branch Office (if any)	
3	Mobile No./Telephone	
4	E-Mail IDs and Website	
5	FAX No.	
6	Date of establishment of the firm :	
7	Is your firm registered under : (a) Companies Act, 1956 or 2013? (b) Factories Act, 1948? (c) Another Act. If not, who are the owners? (Please give full details)	
8	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.	
9	A copy of the declaration relating to the registration of the press	
10	Satisfactory completion of work certificate for the relevant period	
11	Undertaking that firm is not blacklisted by any University/Institute/Organization and no complaint/enquiry/court case is pending against the firm.	
12	Details of equipment and manpower of firm/unit and firm should have all arrangement in its premises i.e. painting, rolling, binding, packaging, perforators, stitching etc.	

Nam of the Firm/Bidder		
13	Average annual financial turnover during last 3 years, ending 31 <sup>st</sup> March 2016 of the previous financial year should be at least 45 lakh (Rs lakh only)	
14	Financial standing through latest ITCC annual report (balance sheet and profit & Loss account) of last 3 years	
15	Experience for printing of answer books during last 7 years as follows :- (a) One similar completed work costing not less than Rs 1.2 crore or (b) Two similar completed work costing not less than Rs 75 lakh or (c) Three similar completed work costing not less than Rs 60.00 Lakhs	
16	Sales Tax No./TIN No.	
17	PAN	
18	Bank Name and address	
19	Bank A/C No. and IFS Code	
Certified that:		
1. I have read the terms and conditions governing this work of the university and hereby agree to abide by them.		I Agree
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.		I Agree

Note:-

Information at Sr. No. 1 to 8 is informative and S. No. 9 to 19 is mandatory.







# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala, Punjab

Technical Compliance, Specifications & Commercial Bid

E-Tender No. – IKGPTU/2016-17/01

**Name of the Work:-** Printing and Supply of Answer Books (32 Pages).

**Name of the Firm:**

Sr. No	Items	Specifications	Rate Quoted By Contractor (In Rupees)	
			In Figure	In Words
1	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: 60 GSM paper, 'A' grade Mill 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. The word "IKGPTU." 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) 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''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?

*[Handwritten signature]*  
A2/509