

**TENDER DOCUMENT**

**FOR**

**Printing, Stationery and General Items**

**TECHNICAL BID**

**PART - I**

**OCTOBER-2015**

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA (PIN 144603)  
PUNJAB**



## CONTENTS

---

<b>S.No.</b>	<b>Description</b>	<b>Page No.</b>
<b><u>PART – I:</u></b>		
<b>TECHNICAL BID:</b>		
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
<b><u>PART – II:</u></b>		
<b>FINANCIAL BID</b>		
7.	Schedule A	15-16
8.	Schedule B	17-20
9.	Schedule C	21-22
10.	Schedule D	23-24

---



# I.K.GUJRAL 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 or as and 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** : 17 Nov 2015 upto 1030 hours  
  
**Date & time of opening the Bids**  
**Technical Bid** : 17 Nov 15 upto 1145 hours  
**Financial Bid** : 17 Nov 2015 upto 1430 hours  
**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 in favour of Registrar, IKG PTU.
6. The tender document to be downloaded from the IKG PTU website ([www.ptu.ac.in](http://www.ptu.ac.in)). The tenderers who down load the tender document from the website should furnish a demand draft for Rs.1,000/- (One Thousand only) issued in favour of **Registrar, I.K.G PTU** towards the cost of the tender document.
7. The tenders complete in all respect must be reach in by 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 I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, Campus, Jalandhar-Kapurthala Road, so as to reach upto 1030 hours on 17 –Nov-2015. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.
8. IKGPTU reserves the right to constitute a panel of bidders at L-1 rates.



9. Complete 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 an 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 at the top as "**TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS 2015' TO BE OPENED BY COMMITTEE ONLY**" and should be deposited in the tender box at the following address upto 1030 hrs on 17-Nov-2015.

**THE REGISTRAR,  
I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY KAPURTHALA (PIN 144603) PUNJAB,**

- Tenders (Technical Bids only) shall be opened as per details mentioned in para 4 (schedule of Tender) 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 I.K.G 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. IKG 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 IKG 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 IKG PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then IKG 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 purchased/ downloaded from IKG PTU's website.

**Registrar**



# I.K.GUJRAL 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 I.K.GUJRAL 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 Registrar I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar-Kapurthala Highway, Kapurthala (PIN-144603), Punjab. 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, IKG 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 lac	Earnest money in Rs.
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.
- 3.5 A Party who does not qualify technical bid or is not willing to be empanelled on L1 rates, their EMD will be returned after complection of tender process



#### 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 & cost of tender document(CTD), 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 Registrar, I.K.Gujral Punjab Technical University Jalandhar- Kapurthala Highway, Kapurthala (PIN 144603) Punjab. 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 & CTD. The outer cover should be super scribed with the words "Tender for **PRINTING, STATIONERY AND GENERAL ITEMS-2015, "TO BE OPENED BY COMMITTEE ONLY"**".

#### 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. A Self 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, along with all other supporting documents.**

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 as mentioned in the tender document.

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 based on the lowest rate and a panel of contractors will be constituted. 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, I.K.GUJRAL 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, I.K.GUJRAL 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 deposit of the successful bidder shall remain with IKGPTU as a Security Deposit and shall be released on satisfactory completion of the contract. However the EMDs of Unsuccessful bidders/parties not willing to be empanelled will be released after completion of the tender process.

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, I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

**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 Printing, stationery and General items from the market in the event of contractor failing to provide requisitioned stationery, Registrar, IKG 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 IKGPTU, Jalandhar .

(b) The powers of the Registrar, IKG 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.

(c) Registrar reserves the right to levy a penalty, on a contractor found charging more than maximum rates/price (MRP)

**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, IKGPTU 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.

**18.4** Registrar, IKG 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 dispute 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**



# **I.K.GUJRAL 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 year. 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 printing ,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**



# I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

## TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

### PRE QUALIFICATION CRITERIA

1. Tenderer should have two year experience of printing, supply of stationery and general items in Universities/Schools/Colleges/Institutions/Govt. Departments/Public Sector undertaking (Attach the copy of supply order & satisfactory certificate) between the period 01.04.2010 to 31.03.2015.
2. Tenderer should have annual turnover of at least 5 Lacs (Five Lacs) for the two financial years (Attach proof). Corresponding to experience mentioned in para 1.
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 address, telephone numbers (L/L and mobile), email id etc.
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



# I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

## TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

### TECHNICAL INFORMATION

1	Name of the Tenderer/ Concern (i.e. Sole Proprietor or Partnership firm or a Company)	
2	Address	
3	Mobile No./Telephone No.	
4	PAN Number of Tenderer/Concerned (Attested copy should be attached)	
5	Sale Tax/VAT registration certificate and TIN Number (Attested copy should be attached)	
6	Annual turnover of firm (Attach Proof.)	
7	Details of experience self (Attested photocopies of work orders for 2 years as per tender document) and proof of satisfactory completion of work to be attached.	

8. Whether each page of Tender have been signed and stamped (YES / NO) \_\_\_\_\_

9. 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) \_\_\_\_\_

10. Detail of EMDs :-

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

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

Dated : .....

Place : .....

(Signature of Tenderer  
With stamp 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 IKG 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 stamp of the firm)**



**TENDER DOCUMENT**

**FOR**

**PRINTING, STATIONERY AND GENERAL ITEMS**

**FINANCIAL BID**

**PART - II**

**OCTOBER-2015**

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA (PIN 144603)  
PUNJAB**



# I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

## Financial Bid

### Schedule A

**Note:- MRP Not to be quoted.**

Sr. no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Envelope with printing of university name logo and Address	Nos - _____	Type: Cloth lined envelope Paper Weight : 140 GSM Size: 12"x16" Colour : Yellow	
2	Envelope with printing of university name logo and Address	Nos - _____	Type: Paper Paper weight : 110 GSM Size: 10"x14" Colour : Yellow	
3	Envelope with printing of university name logo and Address	Nos - _____	Type: Paper (Star) Paper weight : 80 GSM Size: 10"x12" Colour : Brown	
4	Envelope with printing of university name logo and Address	Nos - _____	Type: Paper (Taj Mahal) Paper weight : 80 GSM Size: 9"x4" Colour : White	
5	Envelope with printing of university name logo and Address	Nos - _____	Type: Cloth Lined Envelope Paper weight : 140 GSM Size: 12"x16" Colour : Khaki	
6	Non-Wooven Bags (Multicolor)	Nos - _____	With Sticking 16"x 16"x6" with long handle (60 GSM fabric)	
7	Non-Wooven Bags (Multicolor)	Nos - _____	With Sticking 15"x 18" with long handle (60 GSM fabric)	
8	Envelop Laminated with printing University name logo and address	Nos - _____	10"x12" Make Taj Mehal (GSM. 60) Colour :- White	
9	Envelop Laminated with printing University name logo and address	Nos - _____	10"x12" Make Taj Mehal (GSM. 60) Colour :- Khakhi	
10	Envelop Laminated with printing University name logo and address	Nos - _____	11"x 5" Make Taj Mehal White (GSM.60)	



11	Envelop Laminated with Printing University name logo and address	Nos - _____	12" X 6" Make Taj Mehal (60 GSM)	
12	Willing Page with printing (As Per sample)	Nos - _____	A4 Size	
13	Receipt Pages with printing (As per sample)	Nos - _____	A4 Size	
14	Title Page with printing (As Per sample)	Nos - _____	A4 Size	

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of Tenderer  
with Stamp of the Firm)



# I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Financial Bid

Schedule B

**Note:- MRP Not to be quoted**

Sr.no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Files cover yellow/Pink file	Nos - _____	Standard with printing of University Name, address & Logo	
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	Nos - _____	With 10 to 20 Pages Capacity	
6	Blank CDs 750 MB	Nos - _____	Sony	
7	CD Marker	Nos - _____	Reynolds	
8	Blank CDs RW 750 MB	Nos - _____	Sony	
9	DVDs	Nos - _____	Sony	
10	Pen drive 8GB	Nos - _____	HP	
11	Pen drive 16GB	Nos - _____	HP	
12	Glass for water	Nos - _____	Borosil (300ml)	
13	Hit Black 425 ml	Nos - _____	HIT	
14	Hit Red 425 ml	Nos - _____	HIT	
15	Jug 2 Ltr	Nos - _____	Cello	
16	Room fresher 300 ml	Nos - _____	Odonil	
17	Calculator 12 digit	Nos - _____	Citizen CT 555N	
18	Carbon paper blue	With No. of Carbon in packet _____	Kores	
19	Colin spray 500 ml	Nos - _____	Colin	
20	Colorful flag slip (Page Marker)	Per Pad	3 colour Oddy	
21	Cutter (Large Size)	Nos - _____	Ikon	
22	Dak Pad (Standard Size)	Nos - _____	Rexine good quality	
23	Damper (Normal)	Nos - _____	Omega	
24	Dust bin 5 ltr	Nos - _____	Cello Plastic	
25	Duster (Cotton)	Nos - _____	Check Cloth 16"x16"	

