

Final
Key

IK GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

**Tender Document for empanelment of offset printers for printing of Self Learning
Material Books for Directorate of Distance Education**

(Tender Document can be downloaded from IKG-PTU website: www.ptu.ac.in)

Tender Code/Advt.No.....Tender Document Cost: Rs.1000/-.....EMD: Rs. 500000/-

Tender Document Cost DD No.....Date.....Drawn on Bank.....

EMD DD No.....Date.....Drawn on Bank.....

DDs must be made in favour of Registrar, Punjab Technical University payable at Jalandhar.

Last date of submission of tender : 10-12-2015 at 1300 hours

Date of opening of tender (Technical Bid): 10-12-2015 at 1500 hours

Date of opening of tender (Financial Bid): Will be communicated only to those
bidders who qualify in Technical Bid.

Venue: IK Gujral Punjab Technical University (PTU) Kapurthala Campus, Jalandhar-
Kapurthala Road, Kapurthala

Key

Note: This tender document must be submitted in two parts:

Part-A: Technical Bid: Shall be submitted in a Sealed Cover (First Envelope) duly super scribed as "Technical Bid for empanelment of offset printers for printing of Self Learning Material Books for the Directorate of Distance Education". The Technical Bid shall consist of following:

1. Terms & Conditions of Tender along with Annexure 1, 2 & 3: each & every page signed & stamped by authorized signatory along with supporting documents.
2. Technical Bid Performa (Annexure-4) duly filled in, signed & stamped by authorized signatory along with supporting documents.
3. Sample paper to be used for printing (duly signed & stamped by authorized signatory).
4. Demand Draft of EMD of Rs.500000/- (Rs. Five Lac only) made in favour of Registrar, Punjab Technical University payable at Jalandhar.
5. Demand Draft of tender document cost of Rs.1000/- (Rs. One Thousand only) made in favour of Registrar, Punjab Technical University payable at Jalandhar.

Part-B: Financial Bid: Shall be submitted in a separate sealed cover (Second Envelope) duly super scribed as "Financial Bid for empanelment of offset printers for printing of Self Learning Material Books for the Directorate of Distance Education". The Financial Bid shall consist of following:

1. Financial Bid Performa (Annexure-5) duly filled in, signed & stamped by authorized signatory.

Both these separate sealed envelopes are to be put in a single larger envelope properly sealed and super scribed as "Tender for empanelment of offset printers for printing of Self Learning Material Books for the Directorate of Distance Education".

Duly sealed tenders must be sent to 'The Registrar, Punjab Technical University, Jalandhar Kapurthala Highway, Kapurthala-144601 (Punjab)', either in person or through post so as to reach the university within the stipulated time & date.

The IK Gujral Punjab Technical University shall not be responsible for any postal/courier/manual delay and any tender received after the last date and time of the tender, shall not be entertained.

**Directorate of Distance Education
Punjab Technical University Jalandhar**

IKG

Terms & Conditions of Tender

1. IK Gujral Punjab Technical University (PTU) is a state university established by an Act of Punjab State Assembly vide Punjab Technical University Act 1996. PTU is running its Distance Education Programme. Thousands of students are enrolled in various undergraduate / postgraduate programmes and are studying at University's Study Centres. The University provides Self Learning Material (SLM) to the students in the form of printed books.
2. IKG-PTU invites sealed tenders from reputed printers from State of Punjab & Union Territory; Chandigarh only to print and supply of Self Learning Material (SLM) books by empanelling the qualified printers on a Rate Contract basis for a period of one year initially and further extendable by one year at the same rates, terms and conditions mutually agreed by the parties.
3. IKG-PTU will constitute a panel of technically qualified bidders at L-1 rates and the empanelled printers shall have to accept all terms & conditions of work mentioned in this tender document including schedule of L-1 rates which will be published by university.
4. Specifications of work & allotment procedure for rate contract amongst empanelled printers is placed at **Annexure-1**
5. Specification of the Self Learning Material (SLM) is placed at **Annexure-2**
6. Eligibility criteria for the empanelment of Printers is placed at **Annexure-3**
7. The Technical Bid Performa is placed at **Annexure-4**.
8. The number of books required is on a large scale (Approx 2 Lacs) and exact quantity / list of books(SLMs) to be printed course wise along with total pages of each book etc, will be provided to the selected firms only at the time of placing the order.
9. Since the volume of books to be printed is on a large scale, the firm should have adequate holding and storage capacity. The size and volume of the study material will be provided to the selected printers by the University. The printing of SLM books may be in phased manner spread over a period of one year and repeat orders may be placed based on the requirements arising depending upon students enrollment figures as varying from time to time.
10. The work for printing and binding undertaken by the firms should be done solely and not to make sub contracting to any other party.
11. The items offered in the tender can be re-ordered at the same rate, terms and conditions within a period of one year from the date of empanelment and extendable by one year if duly agreed by the parties.
12. Printers who have a turnover of not less than Rs. Two crores for each of last two financial years are only eligible to submit the tender.
13. The rates to be quoted by tenderers in Financial Bid has to be on per page or per unit basis separately for each of the items as mentioned in Financial Bid.
14. The bidders must have requisite experience of printing work of at least five years. Copy of successfully completed work certificates/experience certificates from Govt / Semi-Govt / Corporate Companies / reputed firms must be attached.
15. The printing charges on per page basis may be quoted in the following four slabs:
 - (a) Upto 500 copies
 - (b) 501 to 1,000 copies
 - (c) 1,001 to 3,000 copies
 - (d) 3,001 or more copies



16. The mode of payment will be as mentioned below:

(i) **100% payment** will be released after:

- (a) Complete execution of the work order including 100 % printing and supply of SLM books.
- (b) A satisfactory inspection cum completion report is issued by university against the said work order.
- (c) Printer submits the master file CD of the typed content (in coral/pagemaker/indesign/actual software used) subject to certification by the University.
- (d) Printer submits Films/negatives-positives in original of all the printed material.
- (e) Printer submits an affidavit about no claim over copyrights/Intellectual Property Rights etc. of the contents typed/printed. The said affidavit will be as per wording to be given by university.

(ii) **Part payment:** Printers can request for part payment of partial work completed which must be at least 60% of the assigned work order and subject to production of 25(i)(b), 25(i)(c), 25(i)(d), 25(i)(e) above of proportionate work completed. However part payment amount to be released will be 75% of partly completed work.

17. The bid should be accompanied by an **EMD of Rs. 5 Lacs (Rs. Five Lacs)** in the form of a DD in favour of **Registrar Punjab Technical University payable at Jalandhar**. The EMD of unsuccessful bidders will be returned as per rules. The EMD of the successful bidders will be returned after the successful completion of contract period subject to meeting the specified conditions as laid down by the University. The EMD will be forfeited if any terms and conditions are contravened / deviated.

18. The tender document can be downloaded from the University website: (www.ptu.ac.in). The cost of tender form of **Rs. 1000/-** is to be attached along with the downloaded forms in the form of DD in favour of Registrar Punjab Technical University payable at Jalandhar.

19. The sealed tender should be submitted to the Registrar IK Gujral Punjab Technical University Jalandhar Kapurthala Highway, Kapurthala by **01.00 p.m.** on or before **10-12-15...** Tenders received after the due date and time will not be considered by the University. **The technical bids will be opened on the same day at 3:00 p.m. in the presence of tenderers or their authorized representative.** The representative should bring the authorization letter from their firm for attending the tender opening committee meeting.

20. Paper to be used in printing has to be arranged by printers themselves. University will not supply any paper. So rates should be quoted accordingly.

21. Qualified printer will be provided the detailed volume and other requirements about the work to be undertaken along with the relevant instructions.

22. Content of the SLM books will be provided in the manuscripts (typed in MS-Word) form after due approval from PTU. All preprinting work like typesetting, graphic designing, plate/film making etc, has to be done by selected printers. In certain cases pdf files of approved content can be supplied to selected printers & in such cases only printing job

has to be executed. Accordingly tenderers must quote step wise/ work category wise rates.

23. The selected printers who will execute the work order shall have no claims whatsoever upon the copyrights/Intellectual Property Rights etc. of the contents being typed/printed. All Copyrights & Intellectual Property Rights etc of content being printed shall only belong to IK Gujral Punjab Technical University.
24. The printers will have to give an affidavit about no claim over copyrights/Intellectual Property Rights etc. of the contents being typed/printed. The said affidavit will be as per wording to be given by university.
25. The technical bids will be scrutinized by a committee of the university and the financial bid will be opened of only the technically qualified firms. **The technical qualification includes the scrutiny of documents submitted by the firm (documents contained in first envelope of Technical Bid), inspection of the firm/ press; space availability, previous reports, manpower employed with firm etc., and the committee decision will be final in this regard.**
26. The prices are to be quoted **excluding taxes** for the printing of books per page along with other preprinting & post printing jobs. Unit prices are to be quoted both in figures and in words. In case of discrepancy, the amount quoted in words / lesser amount will be taken as valid.
27. The quantities included in the tender can be increased or decreased at the discretion of the University and university's decision will be final in this regard.
28. The required quality of paper of SLM. will be checked by the University or its authorized agency as per the discretion of the University. If found that the desired paper has not been used, the University may not consider the payment. The process of printing and supply has to be completed on or before time schedule given by the university as per printing work order. In case the firm fails to print and supply the SLM in the specific time, the University may impose penalty as per provisions mentioned in Annexure-1. Penalty will be deducted from the bill after which the order will remain cancelled and Bid Security / Earnest Money deposited will be forfeited and university shall have the right to transfer the remaining work to other printer(s) on the panel.
29. The University reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
30. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day with same time schedules.
31. **In case only a single or two tenders are received, they will not be opened.**
32. 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 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.
33. **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. 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. 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. 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. **The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexures as the acceptance of all terms & conditions by the tenderer.** NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.

34. The printer shall not assign or sublet the allotted work to any third party in whole or in part or any benefit there under.
35. 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 EMD/demand draft will be forfeited.
36. **The successfully qualified tenderers shall be empanelled at L-1 rates which will be issued by university as schedule of applicable rates against each slab of work and they will enter into an agreement with the IKG-PTU duly written on a judicial paper vide which they will bind themselves to the terms & conditions of the tender/rate contract/work order.**
37. IKG-PTU reserves the right to place order to empanelled printers as per its requirements.
38. IKG-PTU can at its sole discretion remove any printer from the panel.
39. Service Tax/any other applicable taxes shall be paid by the printers after execution of the work orders.
40. All disputes shall be subject to the jurisdiction of Kapurthala Courts only.

Registrar
IK Gujral Punjab Technical University

Encl: Annexures 1, 2, 3, 4 & Financial Bid at Annexure 5 which must be submitted in separate envelope.

Annexure-1

SPECIFICATIONS OF WORK & ALLOTMENT PROCEDURE FOR RATE CONTRACT AMONGST EMPANELLED PRINTERS

1. Items to be delivered to university will include:

- A. Master copy of DTP Laser typesetting prints of total content being printed & its soft copy in CD in the pagemaker/coral/indesign/file format of concerned software.
- B. Films/negatives-positives in original of all the printed material.
- C. Delivery of Printed books/material at specified locations as per order, duly packed as specified.
- D. PDF files of finally printed books/material.

2. Specification of Content Features of SLM Books:

- a. As per Self Learning Material (SLM) Format
- b. Student Friendly Approach
- c. Graphical Presentation of Content including Diagrams, Illustrations for easy understanding.
- d. Syllabus Mapping with Contents of Book.
- e. Detailed Table of Contents.
- f. Provision of side margins for writing notes on all pages.
- g. Each Lesson Contains:
 - Structure
 - Objectives
 - Introduction
 - Main Body with sections & subsections elaborating points given in structure
 - Activity/Exercise with space for students writing
 - Check Your Progress Questions/Self Assessment Questions
 - Summary
 - Glossary
 - Answers to Check your Progress/Self Assessment Questions
 - Bibliography/References/Suggested Readings
 - Terminal & Model Questions

3. ALLOTMENT, EXECUTION AND BILLING OF WORK :

- i. The work shall be allotted to those Printers/Type-setters (vendors) who qualify the technical criteria after scrutiny of technical bids and inspection of their premises by university's expert committee and upon agreeing to work on the rates and terms and conditions decided by the PTU as per L-1 schedule of rates for every category/slab which will be fixed after opening the Financial Bids of only technically qualified tenderers in the presence of their authorized representatives. The printers willing to do work at L-1 schedule of rates will submit their consent on their firm's letter head accepting all the terms & conditions of tender document. That way a panel of qualified printers will be constituted by the University.

Allotment of work amongst the empanelled printers will be based upon the quality, efficiency, and accuracy of the work done along with compliance of terms & conditions of empanelment by the concerned printers. Other factors will be number of machines & manpower with the printers & speedy execution of job.

- ii. After satisfactory completion and submission of the assigned job the printers should raise the bill within 10 days of the completion of allotted job on the proforma prescribed by the IKG-PTU. Printers should submit three copies of the bill along with the photocopy of allotment-letter of work.
- iii. The printer must submit CDs in IKG-PTU containing the files of the Final Master-Copy of the type-set lesson/lessons. No payment will be made for the job done if the requisite receipts of CDs are not attached with the bill.
- iv. The allocation of work will be done in the form of SLM books of particular subjects. Each book shall normally comprise of no. of lessons as determined by the PTU from time to time.
- v. **The typesetting of text has to be made preferably as follows. However actual specifications given in work order may vary as per requirements of SLM mode which the university will approve before giving the work order :**

For print area (A4 9.5”X7”)

- (a) The page must carry Minimum 45 lines in English Medium (plain text)
- (b) There has to be provision of writing notes on side margins.
- (c) Font size for lesson heading is 16 points Arial/Times New Roman/equivalent bold.
- (d) Font size for first subheading is 14 points Arial/Times New Roman/equivalent bold.
- (e) Font size for second subheading is 12 points Arial/Times New Roman/equivalent bold.
- (f) Font size for third subheading is 12 points Arial/Times New Roman/equivalent bold & Italic.
- (g) Font size for running text is 12 points Arial/Times New Roman/equivalent in single space.
- (h) All typesetting should be with normal character spacing. Inter character, Inter word and interline spacing has to be normal or as per university guidelines.
- (i) Lead: Auto Lead

4. SUBMISSION OF PROOFS :

The DTP Laser printouts must be got approved from university before start of printing.

The typesetter will be required to submit clear and legible proofs to the IKG-PTU for final print order with the following conditions:

- i) The typesetter will be given the following time period to complete the type-setting work (including proof reading) and supply the proofs to the IKG-PTU.
 - (a) *For typesetting the MSS consisting of 1-100 pages : 5 days (for all the mediums) from the date of allotment.*
 - (b) *One day for every additional set of 10 pages.*
 - (c) *In case where the books are allotted by parts to a Type-setter, the date of allotment will be considered from the date of last portion of manuscript allotted to him.*
- ii) The proofs must be sent with 100 % accuracy by the typesetter.
- iii) If the Proof Reading section of the IKG-PTU still notices certain oversights in the type-set matter, corrected proofs are to be submitted within next three working days.
- iv) The Typesetter will print its firm's name and address and phone no. in the end of the last page of the book.

5. PREPARATION/SUPPLY OF MASTER COPY in CDs TO THE IKG-PTU :

The typesetter will supply the final master copy of all the typed content in C.Ds.(in file formats of pagemaker/coral/indesign/actual software used for typesetting) within **seven days** from the date of receipt of print order by carrying out all the mistakes/alterations/additions/deletions by the concerned person(s) appointed by IKG-PTU.

6. SPECIFICATION FOR PRINTING :

- i) The printer will have to do the printing work of the IKG-PTU at the L-1 schedule of rates approved by the Committee after empanelment.
- ii) The printer will print his name and address and phone no. in the end of the last page of the book.
- iii) The IKG-PTU will not supply any kind of paper/material.
- iv) For text(Black & White/multi colour Printing):
The printers will have to use the **Ballarpur Maplitho Paper of not less than 70 GSM** for printing of text of the lessons.

For Title Page of SLM Books (Multi-Color Printing)

- a) Printer will use **Ballarpur Art Paper of not less than 220 GSM** for coloured printing for title cover of the lessons. (The overall design & printing of the class, subject, unit, medium & paper on the front page of the title cover will be printed by the printers only after the university approval). The final graphic design of title page must be got approved from IKG-PTU before starting the printing.
- b) The title cover of SLM books have to be laminated as per approved specification by the IKG-PTU which will be mentioned in the final work order.

- v) The ink used for printing must be of good standard with sufficient quantity of finely grind pigments. It should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "see through". Ink should have good drawing quality particularly on smooth or glazed paper to avoid "set off".
- vi) The university shall have the right to get a laboratory test conducted for the printing paper used by the printers to ascertain that the quality and specification of the paper are as per Terms & Conditions, as specified in the technical/financial bid's proforma.
- vii) The printed SLM books have to be binded through **perfect binding**.

7. Time Schedule for Printing :

- i) Printers will be given not more than 7 days for completing the job of printing including stitching/pasting, binding etc. from the date of allotment.
- ii) Not more than 5 days extra time will be given for completing the printing job where the number of copies is more than 1000.
- iii) Printers will be given the next job only after the printer completes and submits the previously allotted work.

8. PENALTIES :

GENERAL PENALTIES

- i) **In case printer does not use the printing paper as per approved specifications then no payment of the job done will be made to the Printer.**
- ii) **Rs.20/- per page** will be deducted from the bill for dim printing, black shades at the corners of the pages.
- iii) If the page/folio is not printed as per specifications, **Rs.2/- per page** will be deducted.
- iv) **Stitching/Binding/Pasting found defective no payment will be made for binding work.**
- v) In case an assignment, already accepted by the type-setter/printer, is returned without any valid reason, an amount to **Rs.2000/-** as penalty will be deducted from the running bill account.
- vi) The number of pages of laser print master copy and pages of final print-order proofs must be strictly the same in number and size. No payment would be made for extra pages.

Penalty for Loss of Manuscript/Master Copy

For loss of Manuscript/ Master Copy of a lesson by a type-setter/printer, a penalty of **Rs. 10,000/- (Rupees ten thousand only)** per lesson or the actual expenditure incurred, whichever is higher, shall be charged. Such loss be intimated by the type-setter/printer within one month from the date of allotment in writing. This amount of penalty will be double when the intimation is received after one month.

Penalties for late submission of Printed Jobs

Delay in submission	Penalty Deduction
i) 1 to 5 days	1% per day of the bill amount but not less Rs.100/-
ii) 6 to 10 days	2% per day of the bill amount but not less Rs.200/-
iii) 11 to 20 days	25% per day of the bill amount but not less than Rs.500/-
iv) 21 to 30 days	50% per day of the bill amount but not less than

	Rs.1000/-
v)Beyond 30 days	No payment for the job done.

Penalties for late submission of Typeset Material/Master Copy and two C.Ds.

Delay in submission	Penalty Deduction
i)1 to 5 Days	1% per day of the bill amount but not less Rs.50/-
ii)6 to 10 days	2% per day of the bill amount but not less Rs.100/-
iii)11 to 20 days	25% per day of the bill amount but not less than Rs.200/-
iv)21 to 30 days	50% per day of the bill amount but not less than Rs.400/-
v)Beyond 30 days	No payment for the job done.

In case the type-setter does not produce type-set material in strict compliance to the specifications related to font size, font style, font and format etc. as mentioned in the work order, he/she will not be made any payment for the job done besides a penalty of Rs. 2000/- per job will also be levied.

In exceptional circumstances (to be recorded), the Director(DDE) PTU may condone delay in supply of printed/type-set material, in submission of bills and also grant extension to the type- setter/ printer provided such request in writing is to be made to the Director DDE, PTU immediately after the expiry of the due date of the submission of job.

9. Packaging of printed SLMs

The SLM books have to be packed as per following procedure:

- Basic unit of packing will be a 'SET' of books which has to be as per university instructions.
- This SET will be packed in Corrugated Box of the following specifications: 100 GSM, 4 Ply cardboard affixed with 200 GSM HDPE polyfibre, with printed matter outside the box. The matter to be printed will be provided by the university.
- Weight of any duly packed Corrugated Box must not exceed 30 KG.
- After sealing the corrugated box with BOPP tape it will be tied with plastic strip.
- Duly printed address stickers will be pasted on each packed corrugated box as per the detail to be provided by university

10. Dispatch of SLMs

- The duly packed corrugated boxes will be dispatched from printer's location to multiple diverse locations through transport/speed post as per location details to be provided by university.
- Mode of dispatch will be decided by the university. The printers must have adequate storage capacity to retain the in transit stock.
- However university reserves the right to dispatch the material through printers or on its own as per situational requirements.

ANNEXURE-2

Specification of the Self Learning Material (SLM) Books.

Paper for Text (Inner pages of SLM Books)	Ballarpur Maplitho Paper not less than 70 GSM
Paper for cover page.	Ballarpur Art Paper not less than 220 GSM
Size of the SLM books	A4; Demy ¼ (21.5 cm X 27.5 cm)
Printing of inner pages of SLM Books etc.	Inner text will be in a single colour (Black)
Printing of cover page	Cover (4 pages) in multi colour.
Type of binding	Perfect Binding
List of books	List of books to be printed course wise along with the total number of pages of each book will be provided by university in those cases where soft copy of books is already available. In other cases where new books are being written, no of pages will be the outcome of typesetting procedure as per specifications mentioned in Annexure-1 or as specified by university in the work order.
Packaging	<ol style="list-style-type: none">Basic unit of packing will be a 'SET' of books which has to be as per university instructions.This SET will be packed in Corrugated Box of the following specifications: 100 GSM, 4 Ply cardboard affixed with 200 GSM HDPE polyfibre, with printed matter outside the box. The matter to be printed will be provided by the university.Weight of any duly packed Corrugated Box must not exceed 30 KG.After sealing the corrugated box with BOPP tape it will be tied with plastic strip.Duly printed address stickers will be pasted on each packed corrugated box as per the detail to be provided by university

ANNEXURE-3