



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

E-TENDER DOCUMENT

2017

FOR

***Designing of Self Learning Material (Books) for
Directorate of Distance Education***

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

E-TENDER NOTICE

E-Tender No. – IKGPTU/2016-17/02

Online tenders are invited as detailed below:-

Name of Item	Cost of Tender Document	Earnest Money	Tender Processing Fee
Designing of SLM	Rs. 2500/ -	Rs. 75000-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>05.04.2017</u> up to 05:00 PM	<u>06.04.2017</u> at 11:00 AM	To be intimated later to the bidders who will qualify technical bid.	IKGPTU Jalandhar- Kapurthala Highway Kapurthala.

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.

1. 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.**
2. Corrigendum/Addendum /Corrections, if any will be published on the website.
3. All fees like tender fee (Nonrefundable) and Earnest money shall be paid through ONLINE mode (IPG, Net Banking, NEFT/RTGS) only.


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4. 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 network traffic for online bids.
5. 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.
6. 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.
7. Bid(s) once submitted online, can be resubmitted before last date and time of submission.
8. 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.
9. 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.
10. 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.
11. 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.



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General Guidelines

1. The terms and conditions of tender along with the annexures i, ii & iii each and every page must be signed & stamped and scanned and uploaded on the website. 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 bid Performa (annexure iii) to be filled on line.
3. Technical bid 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.
4. 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.
5. Rates should be FOR destination inclusive of all taxes.
6. 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.
7. No separate payment will be made for proofing & preparation of sample, if any.
8. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time.
9. 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.
10. 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).
11. Authorized signatory should sign on all the pages. Bids without signatures of authorized signatory on all the pages will be out rightly rejected.
12. IKGPTU Jalandhar reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
13. Delivery of the above items will have to be made according to the schedule given by the user department of IKGPTU, Jalandhar.
14. The items are required to be delivered within stipulated period from the date of issuance of supply order. Place of delivery will be IKGPTU Campus, Jalandhar-Kapurthala Highway or any other place(s) in Punjab as directed by user department.



Acceptance

I/We accept the above terms & conditions and shall comply with these strictly.

Name of Vendor _____

Signature

Address _____

Seal of firm :

Date :

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the bottom.

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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 procedure. 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 IKGPTU invites on line tenders from reputed Designers to design the Self Learning Material (SLM) books.
- 2 IKGPTU will award contract to technically qualified bidder quoting the lowest rate at the terms & conditions of work mentioned in this tender document.
- 3 Specifications of work are placed at **Annexure-i**
- 4 Eligibility criteria for bidder is placed at **Annexure-ii**
- 5 The Technical Bid Performa is placed at **Annexure-iii**
- 6 The number of titles to be designed are approx 300 and exact quantity / list of titles (SLMs) to be designed course wise along with total pages of each title etc, will be provided to the selected firm only at the time of placing of the order.
- 7 The work for printing and binding undertaken by the firms should be done solely and not to make sub-contracting to any other party.
- 8 The rates to be quoted by tenderers in Financial Bid have to be on per page basis.
- 9 The printing charges on per page basis may be quoted on the following basis:

Number of titles	: 300 (Approximate)
Number of pages per titles	: 250 (Approximate)

The above requirement of titles and pages per title is very tentative and may vary to any extent while execution. The rates accepted shell remain fixed and no claim for any variation will be entertained on this account.

