



**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.


ARISEM

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 upload 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 through 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.



I.K. GUJRAL Punjab Technical University

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 :



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 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 shall remain fixed and no claim for any variation will be entertained on this account.



10 The mode of payment will be as mentioned below:

(i) **95% payment** will be released after

- (a) Successful complete execution of the work order. 5% payment will be retained as performance security and the same along with EMD will be released after 60 days beyond the completion of all contractual obligations of the designer including warranty obligations, if any.
- (b) A satisfactory completion report is issued by university (Academic coordinator) against the said work order.
- (c) Bidder submits the master file CD of the typed content (in coral/pagemaker/indesign/actual software used) subject to certification by the University.
- (d) Bidder submits an affidavit about no claim over copyrights/Intellectual Property Rights etc. of the contents typed. The said affidavit will be as per wording to be given by university.

11 The EMD will be forfeited if any terms and conditions are contravened / deviated.

12 The Selected bidder will be provided the detailed volume and other requirements about the work to be undertaken along with the relevant instructions.

13 Content of the SLM books will be provided in the manuscripts (typed in MS-Word) form by PTU. All preprinting work like typesetting, graphic designing, plate/film making and any other related work etc., has to be done by selected bidder.

14 The selected bidder who will execute the work order shall have no claims whatsoever upon the copyrights/Intellectual Property Rights etc. of the contents being typed. All Copyrights & Intellectual Property Rights etc of content being typed shall only belong to IK Gujral Punjab Technical University.

15 The bidder will have to give an affidavit about no claim over copyrights/Intellectual Property Rights etc. of the contents being typed. The said affidavit will be as per format to be provided by university.

16 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 uploaded by the firm, if felt the inspection of the firm



/ previous reports, manpower employed with firm etc., and the committee decision will be final in this regard.

- 17 The prices are to be quoted **including taxes** for the designing of books per page. 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.
- 18 In case the firm fails to design the SLM in the specific time, the University may impose penalty as per provisions mentioned in the document. 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 get the remaining work done from other vendors and the difference of cost, if any, will be deducted from the payment and EMD of the contractor. In case repeated failure of more than three times, the University may consider cancellation of order and in such case security deposit and EMD will be forfeited.
- 19 The University reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
- 20 In case a single or two tenders are received, they will not be opened.
- 21 The validity of the offer shall be 60 days after the date of opening of the technical bid. 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 IKGPTU 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.
- 22 **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 or affirmed by all the partners admitting execution of the partnership agreement or the general power of



attorney. The self-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.**

- 23 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.
- 24 All disputes shall be subject to the jurisdiction of Kapurthala Courts only.



Annexure-1

SPECIFICATIONS OF WORK

ANNEXURE-i

SPECIFICATIONS OF WORK

1. Items to be delivered to university will include:

- A. Master copy of DTP Laser typesetting prints of total content being designed & its soft copy in CD in the PageMaker/coral/in design/file format of concerned software.
- B. PDF files of finally printed books/material.

2 Specification of Content Features of SLM Books:

- a. The size of SLM will be A4 or as decided by IKGPTU and as per 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 the bidder (vendor) who qualify the technical criteria after scrutiny of technical bids and on the basis of lowest financial bid.
- ii. After satisfactory completion and submission of the assigned job the bidder should raise the bill within 10 days of the completion of allotted job on the proforma prescribed by the IKGPTU. Bidder should submit three copies of the bill along with the photocopy of allotment-letter of work.
- iii. The bidder 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 IKGPTU 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 Designer/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 25-30 days' time to complete the design work, *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 IKGPTU still notices certain oversights in the type-set matter, corrected proofs are to be submitted within next three working days.

PREPARATION/SUPPLY OF MASTER COPY in CDs TO IKGPTU:

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 confirmation from the concerned person(s) appointed by IKG-PTU after carrying out all the mistakes/alterations/additions/deletions by the.

5 Penalty

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 week from the date of allotment in writing. This amount of penalty will be double when the intimation is received after one week.

Penalty for Loss of Manuscript/Master Copy

For loss of manuscript of a lessso by a type writer/printer, a penalty of Rs. 1000/- (Rs. One thousand only) per lesson or the actual expenditure incurred, whichever is higher, shall be charged.

University may impose penalty for late submission of Printed job/Type set material/Master Copy @ 0.1 % of the total amoun, for each delay, subject to the maximum of 5% of the total amount.



ANNEXURE-ii

Eligibility criteria for Bidders

1. Minimum average turnover of designing of SLM during last 3 years, ending 31st March 2015 of the previous financial year should be at least 12 lakh (Rs 12 lakh only). Documentary proof must be attached in the form of certificate from CA
2. The Experience for designing of SLM during last 7 years as follows :
 - a) One completed work costing not less than 30 lakh
Or
 - b) two completed work costing not less than 18.75 lakh
Or
 - c) three completed work costing not less than 15 lakh
3. The applicant bidder must be registered with local/municipal body or should have a Licence/Registration to run the press (of all the premises where the machineries etc. are installed) issued by competent authority. The press registration certificate/notification must be attached.
4. The applicant bidder should have PAN number issued by Income Tax Deptt, VAT registration with TIN number and Sales Tax Registration. Copy of the each must be attached.
5. An undertaking stating that no case is pending against the bidder under copyright Act and the bidder has never been blacklisted by any Government/Semi Government/Government Undertaking or by any autonomous organization must be attached.



Annexure-iii**Technical Bid Performa**

| S.No. | General Information | |
|-------|--|--|
| 1. | Name of the Firm | |
| 2. | Address | |
| 3. | Contact Numbers with email-id | |
| 4. | Nature of Firm/Concern (Sole Proprietor/Partnership/Pvt Ltd etc.) Self Attested copy should be attached | |
| 5. | Name of Authorised Signatory of Firm: (Authority Letter mentioning authorization to act on behalf of the Firm with photo of authorized signatory duly pasted, must be attached) | |
| 6. | Registration No of Firm. The press registration certificate/notification must be attached. | |
| 7. | PAN No of Firm (Attested copy should be attached) | |
| 8. | Copies of Income Tax Returns of last three years. | |
| 9. | Solvency Certificate from the Bank | |
| 10. | Net worth of bidder's firm. Please attach certificate from CA along with copy of Balance Sheet | |



| | | |
|-----|--|--|
| 11. | Sale Tax/VAT Registration Certificate/TIN No (Attested copy should be attached) | |
| 12. | Annual Turnover of the Firm of last three years(Financial Years ending 31 March 2014, March 2015 & 31 March 2016). (Self Attested copy of Audited Balance Sheet of concerned work or Certificate from CA to be attached) | |
| 13. | No. of years of designing experience: Minimum designing Experience needed is at least five year. (Experience certificate/copy of successfully executed work orders with satisfactory work completion report must be attached.) | |
| 14. | An undertaking stating that no case is pending against the bidder under copyright Act and the bidder has never been blacklisted by any Government/Semi Government/Government Undertaking or by any Autonomous Organisation. (This undertaking must be attached) | |

Name of Firm:

Signature:

.....

Email Id.....

Address:.....

Seal of firm:

.....



Annexure-iv**Financial Bid Performa**

Rates to be quoted by the firm

| Slab of Work | Specification For Printing | Rate per page in Rs. to be quoted in including all Taxes and duties etc. |
|---|---|--|
| DTP Laser Typesetting for inner pages, Graphic Designing of Cover/Title/ pages and | For preparing master copy for printing job after due changes, editing and approval from university. DTP Laser typesetting prints as well as soft copy file in the file format of pagemaker/indesign/coral/actual software used shall be submitted to the university Cover (4 pages) in multicolour. After approval of design by the university, actual sample prints and softcopy master file of coraldraw/indesign/pagemaker/ actual software used shall be submitted to the university. | |

Name of Tenderer Firm:

Signature:

.....

Address:.....

Seal of firm:

.....

.....

Email Id.....Date

