



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

E-TENDER DOCUMENT

2017

FOR

***Printing and Supply 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
Printing and Supply of SLM	Rs. 2500/ -	Rs. 6,00,000-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>05.04.2017</u> up to 05:00 PM	<u>06.04.17</u> at 14:00 hrs 2 PM	To be intimated later to the bidders who will qualify technical bid.	IKGPTU Jalandhar-Kapurthala Highway Kapurthala.



IK GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALAL

**E-tender Document for Printing and Supply of Self Learning Material (Books) for
Directorate of Distance Education**

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 (Nonrefundable) 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 network traffic for online bids.
6. 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.
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 through 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.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

General Guidelines

1. The terms and conditions of tender along with the annexures i, ii, iii & iv 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 iv) 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 Printers to print and supply 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 Specifications of SLM are placed at **Annexure-ii**
- 5 Eligibility criteria for bidder is placed at **Annexure-iii**
- 6 The Technical Bid Performa is placed at **Annexure-iv**
- 7 The number of books to be printed are approx 1,50,000 and exact quantity / list of SLMs to be printed 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.
- 8 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 printer by the University. The printing of SLM books will be done in a phased manner spread over a period of two years depending upon students enrollment figures as the same may vary time to time.
- 9 The rates to be quoted by tenderers in Financial Bid have to be on per page basis.
- 10 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)



No. of Books per title : 500 (Approximate)

The above requirement of titles, pages per title and number of books 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. This requirement is for a period of two years and university may take supply of these works in installments.

11 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 printer including warranty obligations, if any.
- (b) A satisfactory inspection cum completion report is issued by university 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 Films/negatives-positives in original of all the printed material.
- (e) Bidder 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:** Bidder can request for part payment of partially completed work basis as detailed below, subject to the production of documents/compliance mentioned at paras above:

- a) Minimum quantum of work for part payment will be 25% of the value of the supply order.



- 12 The EMD and security deposit will be forfeited if any terms and conditions are contravened / deviated.
- 13 Paper to be used in printing has to be arranged by the bidders themselves. University will not supply any paper. So rates should be quoted accordingly.
- 14 The Selected bidder will be provided the detailed volume and other requirements about the work to be undertaken along with the relevant instructions.
- 15 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 etc and any other related work etc. has to be done by selected bidder.
- 16 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 printed. All Copyrights & Intellectual Property Rights etc of content being printed shall only belong to IK Gujral Punjab Technical University.
- 17 The bidder will have to give an affidavit about no claim over copyrights/Intellectual Property Rights etc. of the contents being printed. The said affidavit will be as per format to be provided by university.
- 18 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 may be inspection of the firm / previous reports, manpower employed with firm etc., and the committee decision will be final in this regard.
- 19 The prices are to be quoted **including taxes** for the printing of books per page basis along with other preprinting and 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.
- 20 The required quality of paper of SLM may be checked beforehand and in between by the University or its authorized agency as per directions of the University. In case found that the desired paper has not been used, the University will not consider the payment. The process of printing and supply has to be completed on or before the scheduled time. In case firm the firm fails to print and supply 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.

- 21 The University reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
- 22 In case a single or two tenders are received, they will not be opened.
- 23 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.
- 24 **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.

- 25 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.
- 26 All disputes shall be subject to the jurisdiction of Kapurthala Courts only.



Annexure-1

SPECIFICATIONS OF WORK

1. Items to be delivered to university will include:

- A. Films/negatives-positives in original of all the printed material.
- B. Delivery of Printed books/material is FOR IKGPTU as per orders duly packed as specified.
- C. PDF files of finally printed books/material.

Note: 1 The rates quoted should also be inclusive of all the above.

2 Master copy of DTP Laser typesetting prints of total content being printed & its soft copy in CD in the PageMaker/coral/in design/file format of concerned software to be returned to IKGPTU.

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 :

The work shall be allotted to the bidder (vendor) who qualify the technical criteria after scrutiny after scrutiny of technical bids and on the basis of lowest financial bid.

4. SPECIFICATION FOR PRINTING :

- i) The bidder will print his name and address and phone no. in the end of the last page of the book.
- ii) The IKG-PTU will not supply any kind of paper/material.
- iii) For text(Black & White Printing):
The bidders will have to use the **Ballarpur Maplitho Paper or equivalent, of not less than 70 GSM** for printing of text of the lessons.

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

- a) Bidder will use **Ballarpur Art Paper or equivalent, 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 bidders 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.
- c) 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".
- d) The university shall have the right to get a laboratory test conducted for the printing paper used by the bidders to ascertain that the quality and specification of the paper are as per Terms & Conditions, as specified in the technical/financial bid's proforma.
- e) The printed SLM books have to be binded through **perfect binding**.



5. Time Schedule for Printing :

- i) Bidder will be given not more than 30-45 days for completing the job of printing including stitching/pasting, binding etc. from the date of award of supply order.

6. PENALTIES :

GENERAL PENALTIES

No payment will be made in case of following deficiencies:

- i) Bidder does not use the printing paper as per approved specifications.
- ii) Dim printing, black shades at the corners of the page.
- iii) Page/folio not printed as per specifications.
- iv) Stitching/Binding/Pasting found defective no.
- v) SLMs not received in good condition
- 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 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 lessor 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 amount, for each delay, subject to the maximum of 5% of the total amount.



Packaging of printed SLMs

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

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

7. Dispatch of SLMs

- a) The duly packed corrugated boxes will be dispatched from bidder's location to I.K. Gujral Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala, Pb or any other location in the state of Punjab and Chandigarh via post office, through Book Now Pay Later (BNPL) number of the University. The transportation cost from printing press to the post office shall have to be borne by the bidder. The expenses of BNPL will be borne by IKGPTU which should not be taken into account while calculating the cost.
- b) The bidders must have adequate storage capacity to retain the transit stock.



ANNEXURE-2

Specification of the Self-Learning Material (SLM) Books.

Paper for Text (Inner pages of SLM Books)	Ballarpur Maplitho or equivalent A grade Paper not less than 70 GSM
Paper for cover page.	Ballarpur Art or equivalent A grade 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	<p>a) Basic unit of packing will be a 'SET' of books which has to be as per university instructions.</p> <p>b) This SET will be packed in Corrugated Box of the following specifications: 4 Ply cardboard affixed with HDPE polyfibre, with printed matter outside the box. The matter to be printed will be provided by the university.</p> <p>c) Weight of any duly packed Corrugated Box must not exceed 30 KG.</p> <p>d) After sealing the corrugated box with BOPP tape it will be tied with plastic strip.</p>

ANNEXURE-3

Eligibility criteria for Bidders

1. Minimum average turnover of printing work during last 3 years, ending 31st March 2015 of the previous financial year should be at least 12 lakh (Rs 90 lakh only). Documentary proof must be attached in the form of certificate from CA
2. The Experience for printing work of SLM during last 7 years as follows :
 - a) One completed work costing not less than 2.4 crore
Or
 - b) two completed work costing not less than 1.5 crore
Or
 - c) three completed work costing not less than 1.2 crore
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-4**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 Authorized 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, 31 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 printing experience: Minimum Printing 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 Organization. (This undertaking must be attached)	

Name of Firm:

Signature:

.....

Email Id.....

Address:.....

Seal of firm:

.....

Date:



Annexure-5**Financial Bid Performa**

Rates to be quoted by the firm

Slab of Work	Specification For Printing	Rate per page in Rs. to be quoted including all Taxes and duties etc. (Multi colour pages)
Printing of inner pages/Cover /Title/other pages, Perfect Binding of SLMs, Lamination (Gloss) and packing (Corrugated Box) and dispatch, transportation and delivery at Post Office under BNPL to IKGPTU, Jalandhar-Kapurthala Highway, Kapurthala.	Inner text Paper to be used: Ballarpur Maplitho Paper or equivalent A grade paper not less than 70 GSM. Cover/title/other pages. Paper to be used: Ballarpur Art Paper or equivalent A grade paper not less than 220 GSM) with required perforated at 1-3 places. Packaging of SETs of books in corrugated box of 100 GSM, 4 Ply cardboard affixed with 200 GSM HDPE polyfibre, with printed matter outside the box and maximum weight of packed corrugated box upto 30 kg. Packed corrugated box to be sealed with BOPP tape and tied with plastic strip	

Name of Tenderer Firm:

Signature:

.....

Address:.....

Seal of firm:

.....

.....

Email Id.....

Date

