



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

**E-TENDER DOCUMENT**

**2023**

**FOR**

**Printing and Supply of Answer Books (32 Pages excluding 4 title pages)**

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

E-TENDER NOTICE  
E-Tender No. – IKGPTU/2019-20/

Online tenders are invited as detailed below:-

	Name of Item	Cost of Tender Document	Earnest Money	Tender Processing Fee
1	Answer Books (32 Pages) (As per design 'A') Approx. Quantity 20 Lac Answer sheets for two years	Rs. 1180/- (Inclusive GST) shall be paid online	Rs. 3 Lacs only shall be paid online	Tender Processing fee shall be paid online (as mentioned on web portal)

Important Dates:-

Last Date of submission of online Tender	Date and Time of opening of Technical Bid	Date and Time of opening of Financial Bid	Venue
15-04-2023	17-04-2023	To be intimated later to the bidders who will qualify technical bid.	O/O Controller (Examination) IKGPTU Jalandhar- Kapurthala Highway Kapurthala.

1. The tender document can be downloaded from website <https://eproc.punjab.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 <https://eproc.punjab.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 0172-2791326 and 0172-2791226 & email.

2. The tender document fee Rs. 1180/- and **E.M.D. fee 3 lacs** as mentioned in above table should be deposited/Pay by online mode (Net Banking, NEFT/RTGS) only. No other modes will be accepted.
3. Corrigendum/Addendum/Corrections/notice, if any will be published on the website NIC & IKGPTU website.
4. Bids must be submitted online through <https://eproc.punjab.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, PAN Card, GST No. and other documents mentioned in the subsequent pages.
6. Uploaded documents of valid successful bidders may be verified with the original documents. The valid successful bidder must 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. Prospective 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 **addendum/corrigendum** 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

### Terms & Conditions

E 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 Jalandhar will process the tender as per IKGPTU standard procedures. 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. The Technical Bid must be scanned and uploaded on the website and should be self attested. 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. Rates should be FOR destination inclusive of all except GST. GST will be paid extra as applicable.
3. 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.
4. No separate payment will be made for proofing & preparation of samples.
5. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time. No interest will be paid on EMD/Performance security.
6. IKGPTU shall not be responsible if it is not possible to upload / submit the tender online due to any fault or malfunctioning of the internet / e-tender site.
7. The tender should be submitted with the tender document available on e-tender website (<https://eproc.punjab.gov.in>) and can be seen on University website i.e. ([www.ptu.ac.in](http://www.ptu.ac.in)).
8. Authorized signatory should sign on all the pages.
9. IKGPTU Jalandhar reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
10. The Answer Books and Drawing Sheet required to be delivered within 15 days from the date of issuance of supply order (as per the schedule provided by COE). Place of delivery will be University Campus, Jalandhar-Kapurthala Highway or any other place(s) in punjab as directed by user department.. Loading/Unloading shall be responsibility of the firm.



# I.K. Gujral Punjab Technical University

## TENDER FORM

### Instructions to Tenderers

1. Any omission in filling the columns of "units and rates" shall altogether debar a quotation from being considered.
2. No alteration will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any qualified offer with the words such as subject to prior sale will be ignored. Ambiguity must be avoided in filling the tender and the Language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
3. Amount of EMD for Rs. 3 Lacs as prescribed in the tender notice must be deposited as security in the mode of E-Payment (RTGS/NEFT, Credit/Debit Card, Net Banking (HDFC Bank) and must accompany the tender without which tender will not be considered. The said amount will be forfeited, if any successful tenderer fails to supply the answer sheets within the time fixed by the Registrar, IKGPTU and or found violating the terms and conditions mentioned in the tender document. No interest will be paid by the University on EMD amount.
4. The contract will be awarded to the firm who will qualify the technical bid and offer lowest rate(L1).
5. The supplier will have to deposit 10% of the supply order as performance security in the form of fixed deposit or performance bank guarantee for at least two year duration duly pledged in favour of Registrar, I K Gujral Punjab Technical University within 14 days of issuance of work/supply order, failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier without any notice. Performance security should remain valid for a period of 60 days beyond the date of completion of contractual obligation of the supplier/bidder. Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. In case of forfeiture of earnest money, the decision of the Registrar, IKGPTU will be final. The performance security shall be released after successful completion of the work, including warranty period if any. No interest will be paid by IKGPTU on the amount of performance security. The performance security will be forfeited if the supplier fails to print and **supply Answer Books (32 Pages excluding 4 title pages)** within the time frame fixed by University and or found violating the terms and conditions mentioned in the tender document.
6. No tender will be considered unless and until all the documents are properly signed.
7. All disputes will be settled within the jurisdiction of District Courts, Kapurthala.
8. Tenders/Offerers of such firms which do not confirm to the aforesaid conditions will be rejected straight-way.
9. The manufacturer should have all arrangement in its premises only, the detail of which will be submitted along with tender i.e. printing, ruling, binding, packing, perforating etc. to the satisfaction of the University.

10. The firm should not further sublet any work to any other agency. The Approximate requirement of Answer Book is 20 Lacs (32 pages excluding 4 pages) for two years. However, the quantity may vary depending upon the requirement of IKGPTU.

or

(i) Answer Books (32 pages excluding 4 title pages) approximate quantity 5 lac per session

Initially the duration of contract is for 2 years. The contract can be further extended for a period of one year at the discretion of the University, on the same terms and conditions of the tender document. No request for revision of rates will be entertained. The University reserves the right to cancel the tender at any stage. The Manufacturer shall, however not print in excess of the quantity ordered for. If per chance excess quantity of any tendered item than the given order is printed accidentally, those will be immediately informed and supplied to the University only with the undertaking that no such Answer Books and Drawing Sheets are kept with the supplier. In case of any default/defect the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.

11. In case the university feels that the firm has intentionally delayed the supply of answer books as per schedule to complete the job, special penalty @ 2% consignment per month, as deemed fit by the University can be imposed. In addition to the special penalty, the manufacturer may also be black-listed. However, in exceptional circumstances the period of execution of work may be extended by IKGPTU and delay in execution of the work may be conveyed to IKGPTU. The University reserves the right to impose penalty in such cases.
12. If the manufacturer fails to complete the job and University has to get it done from other manufacturer at higher rates, the amount due and the difference in the rates shall be deducted from the firm's bill/securities besides forfeiting the job security of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
13. If the job is refused by the contractor or not executed after accepting the condition of the tender/supply order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the University and further action as deemed fit will be taken.
14. The Officer(s)/committee may visit the premises of the firm before placing the order to judge the capability of firm. The Officer(s)/committee deputed by the Registrar of the University, may also visit the premises of the manufacturer during the period of manufacturing to monitor the process of the work and to ascertain that the goods are manufactured as per specifications. If any lapse is found, the authorities of the University shall take such action as deems fit.
15. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed as a proof of having accepted them along with the list of details of equipments, premises and a copy of a declaration relating to registration of the press.
16. On receipt of item in the university, 90% payment of the bill (duly accompanied by delivery challans duly countersigned by CoE/DCE) shall be processed within 7 working days from completion of inspection. Payment of the bills accompanied by delivery shall be released within 14 days from receipt of bill in the Finance & Accounts department under intimation to the user department which has processed the bill. All payments shall be made by Cheques/RTGS/NEFT (Subject to deduction of Tax deducted at source as per section 194C of Income Tax Act 1961). Registrar, IKGPTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties. The payment includes all types of payment due

to the contractor arising on account of this contract excluding Earnest Money and Security Deposit/Performance Guarantee governed by the separate clauses of the contract.

17. The remaining 10% payment will be released after satisfactory report by the Officer Incharge of the user department. University reserve right to make deduction in payment if material supplied is not as per specification. Any deviation will be dealt as per Bureau of Indian Standards for writing and printing paper's specification. Accordingly +/-2.5% percentage of variation in GSM will be tolerable. In case variation in GSM is more than the above said tolerance limit, the following price cut/penalties shall be levied:
  - (a) Price of supply material will be reduced directly in proportion to less GSM supplied and
  - (b) Penalty @ 3% on bill amount for per less GSM from specification i.e. if variation in GSM is 2 then penalty @6% if variation in GSM is 3 then penalty @9% may be imposed on total bill amount and will increase in same proportion in case of more variation.
18. The security amount will be refunded after the supply of answer Books and clearance of all formalities regarding the payment.
19. In case of any dispute arising under this agreement, the Vice-Chancellor, I.K.Gujral Punjab Technical University, Jalandhar would act as an Arbitrator and his decision shall be final and binding on both the parties.
20. In case of any dispute arising between the parties and not settled by Arbitration as per above mentioned clause, the jurisdiction of Courts of Law shall be the H.Q. of IKGPTU.
21. Note that tenders are to be submitted only on prescribed Performa as enclosed along with. The item mentioned in the tender shall be quoted to the specification laid down in the prescribed Performa attached along with this document.
22. The vendor shall be bound to make supply to the University as per the terms specified and shall not link it up with the outstanding payments.
23. Approved samples of Answer Books can be checked in the COE Office of IKGPTU on any working day during the office hours up to two working days before last date of submission of tender.
24. The Answer Books are the confidential document of the university. The firm shall be completely responsible for maintaining the secrecy of answer books.
25. The bid is valid for 120 days from the last date of submission of tender in the University. Supply order for next lot will be placed on receipt of satisfactory report regarding earlier order from the user branch.
26. The officer/committee may visit the premises of the firm before placing the order to judge the capability of firm.



	(c) Any other Act. If not, who are the owners? (Please give full details)	
7.	Whether the firm is insured against fire, Theft, and Burglary, if so, please state the amount for which insured, the name of the insurance firm and policy no.	
8.	Satisfactory completion of work certificate for the relevant period	
9.	Undertaking that firm is not blacklisted by any Center Govt/State Govt/ Autonomous body University Including IKGPTU./Institute/Organization and no complaint/enquiry/court case is pending against the firm	
10	Undertaking that tenderer is not penalized by University for any reason in the past for printing and supply of answer books.	
11.	Details of equipment and manpower of firm/unit and firm should have all arrangement in its premises i.e. printing, rolling, binding, packaging, perforators, stitching etc.	
12.	The tenderer should have relevant experience of printing and supply of answer books and have a turnover of above Rs 1 crore each year for the last three financial years i.e. (2019-20, 2020-21,2021-22)	
13.	GST No	
14	PAN	
15.	Bank Name and address	
16.	Bank A/C No. and IFS Code	

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**Part-B**  
(Only for reference, fill online only)  
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY  
Technical Compliance, Specifications & Quotation Form

QUOTATION FOR TENDER OF PRINTING & SUPPLY OF ANSWER BOOKS

Sr.No.	Item	Specification	Rate quoted in Rs. Per Piece inclusive of all (except GST) GST will be paid extra as applicable. For at IKGPTU Kapurthala Campus or any other place in Punjab
1	<b>Answer Books (32 Pages excluding 4 title pages) (As per design 'A') Approx. Quantity 5Lac Answer sheets per session</b>	70 GSM white colour, finished size (8.5 x 10.5 inches) (Portrait) <b>Security Features and Specifications:</b> 70 GSM paper with security feature, invisible printing of IKGPTU logo to be deciphered under UV light on all pages, First cover page should be printed as per University requirement and duly machine numbered. All the 32 pages will be cross-ruled printed and must be stitched with thread by Sewing Machine. The Answer Books are to be packed in bundles of 250 Answer Books, in good quality box packing covered with transparent polythene bag of good quality. Serial no. of the Answer Books contained in the bundle has to be indicated by pasting slip of paper (4"x4") over the Box, printed in the same color/ink as of the answer books. All the boxes should be marked and supplied serial wise. The printing should be sharp, straight and correct.	





**I. K. GUJRAL  
PUNJAB TECHNICAL UNIVERSITY**  
Answer Book for Exam.

Design - A (1 to 4)

1

Affix 1" transparent cello tape here at Part-1 only.

To be filled by the Candidate

PART - 1

Course/Branch \_\_\_\_\_ Sem \_\_\_\_\_

Subject \_\_\_\_\_

Subject Code \_\_\_\_\_ Paper ID \_\_\_\_\_ M Code \_\_\_\_\_

Fold upto this line and affix transparent cello tape

Roll No. (in figures)

Roll No. (in words) \_\_\_\_\_

Date Stamp	Controller of Exam's Stamp	Signature of Student
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CUT HERE

Award Slip - A

To be filled by the Examiner only

PART - 2

Total Marks (in figures)

Total Marks (in words) \_\_\_\_\_  
Certified that above marks are correct

Signature of the Examiner \_\_\_\_\_ Checking Assistant \_\_\_\_\_  
In case of Discrepancy only

Total Marks (in figures)

Signature of the Examiner \_\_\_\_\_ Checking Assistant \_\_\_\_\_

To be filled by the Candidate

S. No.

Course/Branch \_\_\_\_\_

Semester \_\_\_\_\_

Subject Code \_\_\_\_\_

Paper ID \_\_\_\_\_

M Code \_\_\_\_\_

Date \_\_\_\_\_

6256007

Roll No. (in figures)									
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Date Stamp	Controller of Exam's Stamp	Signature of Student
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CUT HERE

Award Slip - B

To be filled by the Examiner only

PART - 3

Total Marks (in figures)

Total Marks (in words) \_\_\_\_\_  
Certified that above marks are correct

Signature of the Examiner \_\_\_\_\_ Checking Assistant \_\_\_\_\_  
In case of Discrepancy only

Total Marks (in figures)

Signature of the Examiner \_\_\_\_\_ Checking Assistant \_\_\_\_\_

To be filled by the Candidate

S. No. 6256007

Course/Branch \_\_\_\_\_

Semester \_\_\_\_\_

Subject Code \_\_\_\_\_

Paper ID \_\_\_\_\_

M Code \_\_\_\_\_

Date \_\_\_\_\_

Roll No. (in figures)									
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**Check List of Invigilator**  
1. Candidate has filled correctly. Neither Roll No. Subject code and Paper ID etc. at the place provided on Answer Book.  
2. I have verified the identity of candidate with Admit Card, Photo Card.  
3. Space below cancelled stamp has been stamped.

Signature of the Invigilator

Do not write on this page.  
For official use only.

**INSTRUCTIONS FOR CANDIDATES**

- The candidate must check physically the answer book before start of paper. If there is any discrepancy (Less no. of pages than 36, torn out pages, sheet is unstitched etc.) candidate must report the case to Invigilator/Centre Supdt. for change of answer book. Under no circumstances this type of Answer book shall be evaluated.
- No supplementary answer book/ continuation sheet will be supplied.**
- The candidate should strictly follow the instructions in the question paper.
- The candidate must write Roll No. and put signature on the answer book at the place provided on the answer book only.
- Answer book stamped with Controller of Examination signature and date stamp will only be evaluated.
- Candidate must write Question No. on the left hand margin of page.
- Write/Fill PAPER ID and SUBJECT CODE at the place specified on the Answer Book and check carefully that it must be the same as PRINTED ON THE TOP OF THE QUESTION PAPER/DATE SHEET.**  
**The Following Cases shall be considered under UMC :**
  - If the candidate writes his/her Roll No. & Name/Phone No. at any place inside the answer book, other than space provided in the answer book.
  - If Student writes the name of his/her college/department in the answer book or makes any identification mark on the answer book.
  - If Student makes an appeal to the Examiner in his/her answer book.
  - If Student does not deliver answer book to the invigilator even if his/her answer book is blank.
  - If candidate is found to carry mobile phones, even in switched off condition in the Examination centre.
  - If the candidate writes in the space marked "FOR EXAMINERS ONLY".
  - If candidate carries any unwanted material as notified in (I.K. Gujral PTU Unfair means regulations) in the Examination hall.



**I. K. GUJRAL  
PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR**

**FOR CANDIDATES ONLY**

- Examination \_\_\_\_\_
- Course / Branch \_\_\_\_\_
- Subject \_\_\_\_\_
- Subject Code \_\_\_\_\_
- Paper ID \_\_\_\_\_ 6. Semester \_\_\_\_\_
- M Code \_\_\_\_\_ 8. Date \_\_\_\_\_
- No. of pages written \_\_\_\_\_

**FOR EXAMINERS ONLY**

Q. No.	Marks Awarded	Q. No.	Marks Awarded
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

Total marks in Figures	Total Marks in Words
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**Signature and Identity No. of the Examiner**

**To be filled by Checking Assistant**

Total marks in Figures	Total Marks in Words
------------------------	----------------------

**Signature and Identity No. of the Checking Assistant**

**Note :** Remarks should be given by Head Examiner in case of Variation of Marks

Remarks : .....

**Signature of Head Examiner**

**I. K. GUJRAL  
PUNJAB TECHNICAL UNIVERSITY**

**Re-evaluation - I**

**Note :** Awards to the various questions are not be shown with in the answer book. Marks must be awarded only on the revaluation proforma.

Marks Awarded as a result of Re-evaluation

For Examiners Only			
Q.No.	Marks Awarded	Q.No.	Marks Awarded
1.	a) _____ f) _____	9	
	b) _____ g) _____	10	
	c) _____ h) _____	11	
	d) _____ i) _____	12	
	e) _____ j) _____	13	
	<b>Total of Q. No. 1</b> _____	13	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	

Total Marks in Figure :

Total Marks in Words :

Certified that I have myself Re-evaluated the answer book and the marks have been awarded against the relevant question/part wise according to question paper.

Name of Examiner \_\_\_\_\_

Signature of Examiner \_\_\_\_\_

Institute \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

**I. K. GUJRAL  
PUNJAB TECHNICAL UNIVERSITY**

**Re-evaluation - II**

**Note :** Awards to the various questions are not be shown with in the answer book. Marks must be awarded only on the revaluation proforma.

Marks Awarded as a result of Re-evaluation

For Examiners Only			
Q.No.	Marks Awarded	Q.No.	Marks Awarded
1.	a) _____ f) _____	9	
	b) _____ g) _____	10	
	c) _____ h) _____	11	
	d) _____ i) _____	12	
	e) _____ j) _____	13	
	<b>Total of Q. No. 1</b> _____	13	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	

Total Marks in Figure :

Total Marks in Words :

Certified that I have myself Re-evaluated the answer book and the marks have been awarded against the relevant question/part wise according to question paper.

Name of Examiner \_\_\_\_\_

Signature of Examiner \_\_\_\_\_

Institute \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_