

**ਦਫਤਰ, ਸਕੱਤਰ-ਕਮ-ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਸਕੂਲ ਸਿੱਖਿਆ-ਕਮ-ਸਟੇਟ ਪ੍ਰਾਜੈਕਟ  
ਡਾਇਰੈਕਟਰ, ਸਰਵ ਸਿੱਖਿਆ ਅਭਿਆਨ ਅਥਾਰਟੀ, ਪੰਜਾਬ।**

ਐਸ.ਸੀ.ਓ. ਨੰ:- 104-106, ਦੂਸਰੀ ਮੰਜ਼ਿਲ, ਸੈਕਟਰ 34-ਏ, ਚੰਡੀਗੜ੍ਹ ਫੋਨ ਨੰ:172-5015864, 64 ਫੈਕਸ:0172-2624687

ਈ-ਮੇਲ: [ssaprinting@gmail.com](mailto:ssaprinting@gmail.com)

**ਜਨਤਕ ਸੂਚਨਾ**

ਮੀਮੋ ਨੰ.: ਐਸ.ਐਸ.ਏ./ਏ.ਐਸ.ਪੀ.ਡੀ.(ਪ੍ਰੋਕ.)/2012/26

ਮਿਤੀ: 06-01-2013

ਚੰਡੀਗੜ੍ਹ, ਪੰਚਕੂਲਾ ਅਤੇ ਮੋਹਾਲੀ ਵਿੱਚ Desk Top Publishing (DTP) ਨਾਲ ਸਬੰਧਤ ਫਰਮਾਂ ਨੂੰ ਜਾਣਕਾਰੀ ਹਿੱਤ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਵ ਸਿੱਖਿਆ ਅਭਿਆਨ ਅਥਾਰਟੀ, ਪੰਜਾਬ ਵੱਲੋਂ ਸਾਲ 2013-14 ਲਈ ਰਜਿਸਟਰਾਂ ਅਤੇ ਡਾਇਰੀਆਂ ਦੀ ਡਿਜਾਇੰਗ ਕਰਵਾਈ ਜਾਣੀ ਹੈ। ਜਿਸ ਲਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਰੇਟ ਦੀ ਮੰਗ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:

Sr. No.	Material	Printing Specification			Rate Quote (Per page)	
		Paper Size	Tentative No. of desgining Pages	Colour	In Words	In Figure
1.	Registers	9"X13"	20	Single Colour		
2.	Diaries	7"X 9"	20	Single Colour		
3.		7"X 9"	2	Multicolour		
4.		8"X11"	2	Multicolour		

ਪਿਛਲੇ ਪੰਨੇ ਦੇ ਅਨੁਸਾਰ ਸਬੰਧਤ ਫਰਮਾਂ ਜਾਂ ਅਦਾਰੇ ਆਪਣੀਆਂ ਰੇਟ ਤਜਵੀਜ਼ਾਂ ਸੀਲਬੰਦ ਲਿਫਾਫੇ ਵਿੱਚ ਪਾ ਕੇ ਮਿਤੀ 13 ਫਰਵਰੀ, 2013 ਨੂੰ ਦੁਪਹਿਰ 1:00 ਵਜੇ ਤੱਕ ਇਸ ਦਫਤਰ ਨੂੰ ਭੇਜ ਸਕਦੇ ਹਨ। ਦੇਰ ਨਾਲ ਜਾਂ ਗ਼ਲਤ ਕੋਟੇਸ਼ਨਜ਼ ਨੂੰ ਨਹੀਂ ਵਿਚਾਰਿਆ ਜਾਵੇਗਾ। ਇਸ ਸਬੰਧੀ ਵੱਖਰੇ ਤੌਰ 'ਤੇ ਕੋਈ ਸੱਦਾ ਪੱਤਰ ਨਹੀਂ ਭੇਜਿਆ ਜਾਵੇਗਾ।

**ਨੋਟ:** ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਏ.ਐਸ.ਪੀ.ਡੀ.(ਪ੍ਰੋਕਿਊਰਮੈਂਟ), ਫੋਨ ਨੰ: 9530975787 ਜਾਂ 9988111897 ਨਾਲ ਸੰਪਰਕ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

**ਸਟੇਟ ਪ੍ਰੋਜੈਕਟ ਡਾਇਰੈਕਟਰ  
ਸਰਵ ਸਿੱਖਿਆ ਅਭਿਆਨ ਅਥਾਰਟੀ  
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ**

**SECRETARY-Cum-DIRECTOR GENERAL SCHOOL  
EDUCATION-Cum-STATE PROJECT DIRECTOR, SARVA  
SHIKSHA ABHIYAN AUTHORITY, PUNJAB**

**Terms & Conditions**

1. Invited sealed quotations for designing work for session 2013-14 of Registers and Diaries.
2. The bidder have an experience of related work for last two years for session 2010-11 & 2011-12.
3. To be eligible to participate in the tender, the bidder should own the following minimum machineries and should have the infrastructure facilities:
  - 3.1. Minimum four Pentium IV Computers with latest configurations.
  - 3.2. Softwares (latest versions) for formatting in English, Hindi & Punjabi - Pagemaker, Coreldraw  
XV, In design, Photoshop, Winzip etc. and all sort of latest Hindi, Punjabi fonts and designing fonts.
  - 3.3. Media Compatibility for transportation of digital data - CD, Pen drive, DVD.
  - 3.4. Minimum two Laser Printer at least 600 or 1200 DPI.
  - 3.5. Minimum one Colour Laser Printer at least 500 DPI.
  - 3.6. Minimum two Flat-bed type (High-end) scanner.
4. The detail of work as follows:
  - Data Entry, mathematical symobols, equations, Tables etc. may be required to be done.

Mistakes that do not change the meaning of the word/sentence or figure i.e. wrong font letter missing of signs of Bindi, Adhak, Tippi, Matras or Comma etc. the penalty will be imposed as under:-

<b>Sr. No.</b>	<b>Less Serious mistakes in Number</b>	<b>Penalty</b>
i.)	1-20	: 1% of the bill amount.
ii.)	21-30	: 2.5% of the bill amount.
iii.)	31-50	: 5% of the bill amount.
iv.)	51-100	: 10% of the bill amount.
v.)	Above 100	: The goods will be rejected.

(b) For Serious Mistakes:-

Mistakes that change the meaning of the word/sentence or figure i.e. Mistakes in Maps, designs, digits etc., the penalty will be imposed as under:

<b>Sr. No.</b>	<b>Serious mistakes in Number</b>	<b>Penalty</b>
i.)	1 to 10	: 2% of the bill amount.
ii.)	11-20	: 3% of the bill amount.
iii.)	21-30	: 5% of the bill amount.
iv.)	31-50	: 10% of the bill amount.
v.)	Above 50	: The goods will be rejected.

(c) For the smudgy designing, defective title, improper registration etc., penalty will be imposed @ 1% to 5% of the valid payment of the bill or decided by Worthy SPD, SSA, Punjab.

12. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. the State Project Director, Sarva Shiksha Abhiyan

8.1 Subject to the Force Majeure clause, if the supplier fails to deliver any or all of the goods within the time period(s) specified in the work/supply order, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the work/supply order price, as liquidated damages, a sum equivalent to 2 % (two percent) per week of the total price of the work order or unperformed services for each week or part thereof for delay until actual delivery or performance, up to a maximum deduction of 10% of the delayed goods or services contract price. Once the maximum is reached, the SSA Authority, Punjab might consider termination of the contract.

8.2 In addition, the supplier will be liable to be blacklisted and the SSA Authority, Punjab may levy penalties as per terms and conditions of the Tender Document.

8.3 In case of termination or cancellation of the contract, the supplier's EMD and/ or contract performance security will be forfeited.

9. If any page left blank, payment shall not be made for that page.

10. Delivery of softcopy/hardcopy and performance of the services shall be made by the bidder/supplier in accordance with the schedule specified by the SSA Authority, Punjab at the time of issuance of work/supply order.

11. For Mistakes in book/card/chart etc:

The Penalty for mistakes in a book will be imposed as under:-

(a) For Less serious mistakes:-

Mistakes that do not change the meaning of the word/sentence or figure i.e. wrong font letter missing of signs of Bindi, Adhak, Tippi, Matras or Comma etc. the penalty will be imposed as under:-

<b>Sr. No.</b>	<b>Less Serious mistakes in Number</b>	<b>Penalty</b>
i.)	1-20	: 1% of the bill amount.
ii.)	21-30	: 2.5% of the bill amount.
iii.)	31-50	: 5% of the bill amount.
iv.)	51-100	: 10% of the bill amount.
v.)	Above 100	: The goods will be rejected.

(b) For Serious Mistakes:-

Mistakes that change the meaning of the word/sentence or figure i.e. Mistaakes in Maps, designs, digits etc., the penalty will be imposed as under:

<b>Sr. No.</b>	<b>Serious mistakes in Number</b>	<b>Penalty</b>
i.)	1 to 10	: 2% of the bill amount.
ii.)	11-20	: 3% of the bill amount.
iii.)	21-30	: 5% of the bill amount.
iv.)	31-50	: 10% of the bill amount.
v.)	Above 50	: The goods will be rejected.

(c) For the smudgy designing, defective title, improper registration etc., penalty will be imposed @ 1% to 5% of the valid payment of the bill or decided by Worthy SPD, SSA, Punjab.

12. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. the State Project Director, Sarva Shiksha Abhiyan

Authority, Punjab. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification reenactment thereof for the time being in force. Such arbitration shall be held at Chandigarh.

13. In all matters and disputes arising hereunder the appropriate Courts at Chandigarh shall have jurisdiction to entertain and try them.

14. L-1 firm own responsibility for matter to be pick & drop in O/o SSA, Punjab within time.

15. The 1st proof with minimum 80% accuracy within 7 days from the date of issuance of work/supply order, 2nd proof with minimum 90% accuracy within 7 days and 3rd proof with 100% accuracy within 4 days from the date of receipt of the said material from the SSA Authority, Punjab will have to be submitted by the printer in the office of SPD, SSA Punjab for the purpose of proof reading. Any paragraph/Portion subsequently added by the component head will be excluded from the above mentioned criteria in case of given proof of material. In case first proof is not returned by the component Head with in 5 days from receipt of printed material from the firm or 3 days from receipt of material for 2nd proof from the firm & 2 days from the receipt for final proof from the firm, The firm will inform State Project Director, Punjab in writing & personally and seek for extension of time for completion of job order.

16. The Final proof of the material to be printed will be got approved by the bidder in the actual shape, size, printing, binding, and lamination (if required) along with actual no. of pages from the SPD, SSA Authority, Punjab.

17. These material in question shall be design on behalf of SPD, SSA Authority, Punjab who is the sole license holder in the State under the copyright of the material.

18. Bills will be accepted and admitted only after satisfactorily completion and approval of the job.

19. Firm must print Logo of SSA Authority, Punjab at the front side and his firm's full name and address will mentioned convenient as per Component Head in O/o SSA, Punjab, Chandigarh.

20. While designing the material it must be taken care that 1.2" margin be given from top of the page and 1" margin be given from the end of the page besides margin of 1.2" be given from left side of the page and 1" margin from the right side of the page. Typing must be done on font 12.



**State Project Director  
Sarva Shiksha Abhiyan Authority  
Punjab, Chandigarh**