Cost of tender document Rs. 1000/-

Sarva Shiksha Abhiyan Authority, Punjab
SCO 104-106, 2nd Floor, Sector 34-A, Chandigarh

Note: - The prospective bidders have the option to download the tender documents from www.ssapunjab.org. But they shall have to pay a fee of Rs. 1000/-(In shape of DD in favour of State Project Director , Sarva Shiksha Abhiyan Authority, Punjab) being the cost of tender document alongwith the submission of tender. If cost of the tender document is not attached alongwith Tender Document, bid will be rejected.

Tender Document

For Printing of Report Card, Teacher Diary, Register & Monitor Diary

(Memo No:ASPD(Proc)SSA/2010/ 25091 Dated 15-02-2010)

(Signature of the Tenderer with seal)

Cost of Tender Form of Rs. = 1000/-

Office of State Project Director, Sarva Shiksha Abhiyan Authority (SSAA), Punjab.
(Memo No:ASPD(Proc)SSA/2010/25091 Dated 15-02-2010)

T E N D E R NO T I C E

1. Sealed Tenders are invited on behalf of the Sarva Shiksha Abhiyan Authority by the State Project Director from the owners of well equipped printing presses to take up for Printing of Booklets.

2. The approximate requirements of different type of Printing Material are furnished in the annexure 'A' of this tender notification.

3. The eligibility criteria and the documents required to be enclosed to the tender are as follows:-

a) The printer should have publishing and printing experience.

b) The samples of the paper to be used to print books are to be enclosed to the tender form.

c) EMD of Rs. 1,50,000/- Authority", Punjab payable at Chandigarh.

4. The rate contract for those items for which a bidder is L-1 complying the specifications of material will be awarded to him, irrespective of the number of items.

5. Tenderers shall offer rates for executing the printing work on the printing paper procured by them from the open market at their own cost. The GSM/Specification of the printing paper required for printing has been specified against each item in the tender format.

6. The tenderer while quoting for the printing on the printing paper procured by him from the open market should take all the factors such as Sales Tax, Surcharge, cess and other likely escalation in the cost, that may arise owing to the policy of the Government of India/ Government of Punjab.

7. No guarantee is given that the quantities indicated or any other quantity of the printing material will necessarily be ordered, but an idea of the number and nature of printing material which may be ordered and their average annual requirements are given in the Annexure 'A'. These are estimates only.

8. The tender should be submitted only in the prescribed document, addressing the tender cover to State Project Director, Sarva Shiksha Abhiyan Authority, Punjab SCO 104-106, 2nd Floor, Sector 34-A, Chandigarh BY Registered Post /Courier service and tender cover superscribed as "TENDER FOR PRINTING OF Report Card, Teacher Diary, Register & Monitor Diary " so as to reach by 3 :00 PM hours of 1-03-2010, and all such tenders so received will be opened on the same day at 4.00 PM hours in the presence of the tenderers or their representative who may wish to be present.

9. A time limit for delivery of printing material required will ordinarily be fixed by the authority issuing the work order in, each case, having regard to the quantum, nature and magnitude of the work involved.

(Signature of the Tenderer with seal)

10. The tenders confirming as per specifications mentioned at Annexure-A paper should be as per BIS specification No 1848 of 2007 as amended up to date.

11. While quoting for any item of tender, the requirement and the specifications should be clearly understood and the tender rate be given accordingly. The GSM and specification & size of the printing paper and paper boards/pulp boards etc., specified against each of the item of the tender should be clearly noted while preparing the rates. Any subsequent request to modify the tendered rates due to oversight / mis-understanding / typographical error etc., will not be entertained and may be construed as withdrawing from the tender.

12. Along with the tender each tenderer has to credit a sum of Rs.1,50,000/- as EMD in the form of Demand Draft only drawn in favour of the "State Project Director, Sarva Shiksha Abhiyan Authority, Punjab" payable at Chandigarh. The EMD amount will be refunded to the un-successful tenderers only after the finalization of the tender.

13. The successful tenderer is required to furnish a performance security @ 5% of the total contract value within 07 days of issue letter of approval. The EMD of the successful tenderer shall be adjusted towards performance guarantee. The performance guarantee will be reconvened only after the successful completion of the contractual obligation by the bidder to the satisfaction of the competent authority. The performance guarantee amount will not carry any interest, while in the custody of SSAA. If the additional security deposit on above works out to the negative figure then no additional security deposit would be required.

14. The actual printing work should be commenced by the printer only after getting the proof approved by the authority placing the supply order. The sample specimen quality of printing paper proposed to be used for the work should also be furnished to this office for approval before commencing the printing.

15. The terms and conditions and the tender rates quoted will be valid for a period of ONE YEAR from the date of acceptance of tender. The validity may be extended for a further period of another Six Months by giving notice in writing of such intention one month prior to the date of expiry of the contract.

16. Time is the essence of contract and there shall be no delay in printing and delivering the books on or before the due date specified in the print orders. If the printing material is not delivered on or before the due date the competent authority will have the right to deduct 2% of the total bill for every weeks default, no extension time will be permitted. However if the printing and delivery of printing material are delayed due to change in the format, or delay in returning the proof duly approved by the department or if the raw materials are not available in the market due to Government policy or any such eventuality which are deemed to be beyond the control of the tenderer such delay may be waived and the extension of time will be granted by the competent authority depending upon the merits of the case. The decision of the State Project Director, Sarva Shiksha Abhiyan Authority, Punjab shall be binding on the tenderer in this regard.

17. The State Project Director, Sarva Shiksha Abhiyan Authority, Punjab reserves the right to reject any unsatisfactory work and the printer will be required to carryout the said work a fresh at his own cost.

18. Any breach of the contract by the printer or failure to supply a given quantity of the printing items, or failure to show progress of the work the department will have to rescind the contract by giving the notice and earnest money of the tenders shall be forfeited. If the printing is of a low or poor or inferior quality or on an inferior printing paper which is not in accordance to the specification as accepted in the tender the Department will have a right to rescind the contract in all the above mentioned circumstances. The State Project Director or authorities concerned

(Signature of the Tenderer with seal)

reserves the right to forfeit to the authority the EMD or security deposit or both. Further, if the material supplied is of sub -standard then the department also has right to deduct the 20% payment out of total payment for which the firm is entitled. The Department also has right to return the sub-standard material to the supplier firm and to forfeit the entire payment amount and the firm shall be asked to supply fresh material as the specifications demanded earlier demanded if department thinks so.

19) For Mistakes in Printing : The Penalty for mistakes will be imposed as under:-

(a)For Less serious mistakes:-
Wrong font letter, which do not change the meaning, missing of signs such as full stop or Comma etc. which do not change the meaning of the word/ figures by a spread of ink, a penalty @ Rs. 2/- per mistake will be imposed.

(b)For Serious mistakes:-
Mistakes that change the meaning of the word or sentence, designs, digits etc, a penalty @ Rs. 12/- per mistake will be imposed.

Note:- The rates of penalty as per (a), (b) are for a unit of 1000 copies or any part thereof.

(c) The proof reading will be responsibility of the firm.

(d) In case the number of serious mistakes exceeds 9 in a whole, the printer shall be liable to pay penalty as per the following schedule.

Serious mistakes in Number	Penalty
10 to 20	2% of concerned Item bill.
21 to 30	5% of concerned Item bill.
31 to 50	10% of concerned Item bill

(e) For the smudgy printing, defective title printing, improper registration etc., penalty will be imposed @ 1% to 5% of the valid payment of the bill.

20. The State Project Director, Sarva Shiksha Abhiyan Authority, Punjab or any other authorized authority in the department reserves the right to reduce the quantum or quantity of items at any time even when the work is in progress. The competent authority also reserves the right to place any number of print orders for the required quantity or items of forms etc., put to tender during the currency of the tender contract.

21. The successful tenderer is precluded from assigning the work to any other agency on the plea that his capacity to carryout the work allotted to him is limited and/or it is not economically viable for him to carryout the work at the rate accepted as per tender quotation. The competent authority reserves the right to forfeit to the authority, the security deposit in case the above conditions are violated and take any other action deemed fit under the circumstances.

22. Whenever sales tax is claimed by the tenderer, a certificate is required to be furnished by the supplier "Certified that the goods for which S.T. is charged has not been exempted under Central/State sales tax act Rules made there under and the charge on account of sales tax on the supplies is correct under the provisions of ST Act or rules made there under".

23. All factors such as cost of paper including KST/ED/SC etc., transportation charges, delivery charges, labour charges for printing and other cost connected with the printing materials of work

 (Signature of the Tenderer with seal)

should be taken into account while computing the bid, and Net charges (all inclusive F.O.R Destination) in respect of each item of work.

24. ARBITRATION:

a) 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 re-enactment thereof for the time being in force. Such arbitration shall be held at Chandigarh.

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

25 Amendments in the Tender Document.

a) At any time up to the last date for receipt of bids, the SSA Authority, Punjab may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.

b) The amendment will be notified by general advertisement or through letter or by FAX or Email or office website **ssapunjab.org**, to the prospective Bidder/Bidders who have received the Tender Documents and the same will be binding on them.

c) In order to afford prospective Bidder/Bidders reasonable time, or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the SSA Authority, Punjab may, at its discretion, extend the last date for the receipt of Bids.

d) The tenderer signing the tender should indicate as follows:

(1) Whether signing as the whole proprietor of the firm.
(2) Whether signing as the partner of the firm.
(3) Whether signing as the Secretary, Manager, Managing Director, Managing Partner, Director etc.

26. Conditional tender will not be considered. There should not be any corrections / overwriting while quoting the rates.

27**.** If the successful tenderer fails to execute the Work Order within stipulated date the EMD/ Security Deposit will be forfeited without further notice.

28. Tender not conforming to the above conditions will be rejected.

29. The State Project Director, Sarva Shiksha Abhiyan Authority Punjab reserves the right to reject any or all tenders without assigning any reasons and the decision of the State Project Director shall be final and is binding on all concerned and the SPD SSA also reserves the right to order quantity in full or partial as per the requirement.

30. The State Project Director, SSA Punjab is not bound to accept the lowest tender.

 (Signature of the Tenderer with seal)

31. The State Project Director, SSA Punjab shall also reserve the right to approve more than one tenderer in respect of some or different items listed in the tender.

32. The tender should fill up the rates in the enclosed Annexure in figures as well as in words and should be signed by the tenderer.

I / we hereby quote to supply the goods and materials specified in the under written schedule in the manner in which and within the time specified as set forth in the conditions of contract of tender document. The conditions of tender document will be binding upon me / us in the event of the acceptance of my / our tender.

I /we herewith enclose deposit receipt for a sum of Rs._____ as EMD and should I / we fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 15 days of the acceptance of my / our tender. I / we hereby agree that the above sum of EMD shall be forfeited to the State Project Director, Sarva Shiksha Abhiyan Authority Punjab,Chandigarh.

Date: Signature of the Tenderer with seal

(Signature of the Tenderer with seal)

Annexure-II
Instructions to Bidders
CHECKLIST FOR TENDERERS:

Have you ensured (Before sealing the envelope by sealing wax/pvc tape) the following:

I. Study of complete document?
II. Signature with seal on all pages of document?
III. The Tender Schedule is correctly filled in words and figures with signature?
IV. The samples of the papers used to print forms are enclosed to the tender document?
V. Original receipt for having been paid EMD or Demand Draft drawn in favour of State Project Director, SSA Punjab, Chandigarh is enclosed to the tender document?

The tender documents properly sealed are to be addressed to:

" State Project Director,Sarva Shiksha Abhiyan Authority Punjab,SCO 104-106, 2nd Floor, Sector 34 A, Chandigarh.So as to reach 3.00 PM on 01-03-2010."

(Signature of the Tenderer with seal)

State Project Director
Sarva Shiksha Abhiyan Authority Punjab
SCO 104-106, 2nd Floor, Sector 34 A, Chandigarh

TENDER NOTICE

Sr. No.	Particulars	Details
1	Tender Notice No	Memo No.ASPD(Proc)SSA/2010/25091Dated:-. 15-02-2010
2	Name of the work	For Printing OF Report Card, Teacher Diary, Register & Monitor Diary
3	Earnest Money Deposit	Rs.1,50,000/-
4	Receipt of completed Tenders	By 01-03-2010 upto 3.00 PM
5	Opening of Tenders	By 01-03-2010 upto 4.00 PM (In case of holiday on 1st March the tender will be opened next working day at same time and place)

The blank Tender Forms can be obtained from O/o State Project Director, Sarva Shiksha Abhiyan Authority Punjab, SCO 104-106, 2nd Floor, Sector 34 A, Chandigarh on payment of **Rs. 1,000/-** in the form of crossed Demand Draft in favour of State Project Director, Sarva Shiksha Abhiyan Authority, Punjab.

(Signature of the Tenderer with seal)

Annexure-A

Tender Schedule & Specifications for Printing of material:-

Sr. No.	Name of item	Size	Cover page	Cover paper	Printing	Text Paper/Inner pages	Binding	No. of Pages Text & Cover	Rates Per Page	Quantity
1	Monitor Diary	8.5"x 11"	Multicolored	250 GSM art card	Double colour (inner pages)	80 GSM Maplitho	Perfect	200 + 4	To be quoted by the bidder	40,000
2	Report Card	5.5" x8.5"	Cover, Front Multicolor, Inside Single Color	250 GSM white back card sheet	Text (Single colour)	80 GSM Maplitho	Centre Stitch	28	To be quoted by the bidder	7,50,000
3	Monthly Test record Register	9"x 13"	36oz,(cardboard Cover)	-------	Single colour	80 GSM Maplitho Page:100 (50 leaf)	Hard binding with corner	92	To be quoted by the bidder	40,0000
4	Teacher Diary	7"x9"	Multicolored	130 GSM Art paper in multicolored, duly lamination of 10 micron	Double colour for Text	70 GSM Maplitho	Binding Hard bound on 36oz, white board,120 GSM super printing paper will be used for end paper	200	To be quoted by the bidder	1,00,000

Note:

- The numbers of page are tentative and which may be increased or decreased
- The printed material shall be supplied by the bidder at F.O.R basis at the sites mentioned by the Consignee.
- The Bidders are advised to visit on web site www.ssapunjab.org regularly for further information please.

(Signature of the Tenderer with seal)

Annexure-B

From:

To

State Project Director
Sarva Shiksha Abhiyan Authority Punjab
SCO 104-106, 2nd Floor, Sector 34 A,Chandigarh.

Sir,

Sub: Tender for printing of booklets under SAA for printing of books for Math and Science cell

Ref: Your tender notice No. Memo No.ASPD(Proc)SSA/2010/25091 Dated:15 -02-2010

*****

I have gone through the contents of the tender notice under reference and I am quoting my lowest rates in the Tender Schedule enclosed to the tender notice.

I have paid the EMD in the following form:

1. Enclosed the Crossed Demand Draft for _____drawn in favour of The State Project Director, Sarva Shiksha Abhiyan Authority, Punjab payable at Chandigarh.

I am agreeable to all terms and conditions of the tender notice.

Date: Yours faithfully,
Place:

Phone No: (Signature of the Tenderer)

 (Signature of the Tenderer with seal)