

Cost of tender document Rs. 500/-

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

# Tender Document

## For Printing of Vth Class Practical Activity Books

(No. ASPD (Proc)/SSA/2009/ Dated 07.10.2009)



Office of State Project Director, Sarva Shiksha Abhiyan Authority (SSAA),  
Punjab.

No: ASPD (Proc)/SSA/2009/ dated 07.10.2009

**TENDER NOTICE**

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/publishing houses to take up printing work of Vth Class Practical Activity Books for the use of Sarva Shiksha Abhiyan Authority, Punjab.
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 samples of the paper to be used to print forms are to be enclosed to the tender form.
  - b) EMD of Rs 50,000/- only in the form of Demand Draft drawn in favour of "State Project Director, Sarva Shiksha Abhiyan Authority", Punjab payable at Chandigarh.
4. The rate contract for those items for which a bidder is L-1 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. The printing material now in use is liable to revision or cancellation.
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 Vth CLASS PRACTICAL ACTIVITY BOOKS," so as to reach by **15.00 hours of 22-10-2009**, and all such tenders so received will be opened on the same day at 16.00 hours in the presence of the tenderers 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 supply order in, each case, having regard to the quantum, nature and magnitude of the work involved.
10. While quoting for any item of tender, the requirement and the specifications should be clearly understood and the tender rate 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.
11. Along with the tender each tenderer has to credit a sum of **Rs. 50,000/- (Rupees Fifty Thousand only)** as EMD in the form of Demand Draft only drawn in favor 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.
12. The successful tenderer is required to furnish a performance security @ 5% of the total contract value within 20 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.
13. 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.
14. 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.
15. Time is the essence of contract and there shall be no delay in printing and delivering the forms 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.
16. 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.

17. 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. If the printing is of a low or poor or inferior quality or on a 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 reserves the right to forfeit to the authority the security deposit or Bank Guarantee or both.

18. 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.

19. 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 or the Bank Guarantee, in case the above conditions are violated and take any other action deemed fit under the circumstances.

20. 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".

21. 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 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.

## 22. ARBITRATION:

The dispute if any arising out of this contract will be referred to the Sole Arbitrator appointed by the Vice Chairman, Sarva Shiksha Abhiyan Authority , Punjab or any person nominated by him. The decision of the sole Arbitrator appointed by the Vice Chairman will be final. The dispute if any has to be placed before the Vice Chairman.

(a) There will be no objection to any such appointment that the Arbitrator is a Government Servant. If however, the arbitrator is a Government Servant he will not be one who had an opportunity to deal with the matter to which the tender agreement relates or that in the course of his duties as Government Servant he has expressed views, on all or any of the matters in dispute or in differences. The award of the arbitrator shall be final and binding on the parties. It is a term of agreement that in the event of such arbitrator to whom the matter is originally referred to being transferred or vacating his office, residing or refusing to work or neglecting his work or being unable to act for any reason whatsoever, "the said officer" shall appoint another person to act as arbitrator in place of outgoing arbitrator in accordance with the terms of this tender agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left out by his predecessor.

(b) The arbitrator may from time to time with the consent of all the parties enhance the time for making the award.

(c) Subject to the aforesaid provisions, the Arbitration Act 1996 and the rules made there under and any modification thereof made from time to time in force shall be deemed to apply the arbitrator proceedings under this clause.

(d) Upon every and any reference as aforesaid the assessment of costs and of incidental expenses in the proceedings for the award shall be in the discretion of the arbitrator. The venue of the arbitration shall be the place from which the acceptance note is issued or such other place as the Arbitrator at his discretion may determine.

23. 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.

24. Any disputes arising out of this contract will be subject to Chandigarh Jurisdiction.

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

26. If the successful tenderer fails to execute the Work Order within stipulated date the EMD will be forfeited without further notice.

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

28. 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.

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

30. 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.

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

32. All legal matters arising out of this tender are subject to judicial jurisdiction of Chandigarh courts.

State Project Director  
Sarva Shiksha Abhiyan Authority,  
Punjab, Chandigarh

(Signature of the Tenderer)

**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 within 1500 hours on **22.10.2009**.

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

**TENDER NOTICE**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Tender Notice No	ASPD (Proc)/SSA/2009
2	Name of the work	Tender for printing of Vth Class Practical Activity Books
3	Earnest Money Deposit	Rs. 50,000/-
4	Receipt of completed Tenders	Up to 1500 hours of 22-10-2009
5	Opening of Tenders	At 1600 hours of 22-10-2009.

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. 500/-** in the form of crossed Demand Draft in favour of State Project Director, Sarva Shiksha Abhiyan Authority, Punjab.

State Project Director,  
Sarva Shiksha Abhiyan Authority Punjab

### **Annexure-A**

Tender Schedule & Specifications for Printing of Vth Class Practical Activity Books:-

Sr. No.	Name of the book	Size	Paper	Cover Page	Printing	Lamination	Binding	Qty	Rate quoted per page (in Figures)		Rate quoted per page (in Words)	
									For Inner Pages	For Cover Page	For Inner Pages	For Cover Page
1	Vth Class Practical Activity Maths	8.5" x 11"	130 GSM Art Paper Glossy	300 GSM Art Card	Multicolored for both Text & Cover	BOPP Lamination of 10 Microns	Perfect	13500				
2	Vth Class Practical Activity Science	8.5" x 11"	130 GSM Art Paper Glossy	300 GSM Art Card	Multicolored for both Text & Cover	BOPP Lamination of 10 Microns	Perfect	13500				

- \* **Typing, Designing, Editing, Illustrations, Layout, Art work and all other related work will be done by the bidder.**
- \* **The number of pages & quantity of books mentioned above is approximate, these may vary. Therefore, per page rate for both inner pages and cover pages may be quoted.**
- \* **The testing charges will be borne by the printer.**

The printed material shall be supplied by the bidder at F.O.R basis in the Districts of the State of Punjab.

(Signature of the Tenderer)



**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 Vth Class Practical Activity Books.

Ref: Your tender notice No: ASPD (Proc)/SSA/2009/ dated 07.10.09

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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 No. \_\_\_\_\_ for Rs. \_\_\_\_\_ 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:

Cell No:

(Signature of the Tenderer)