



TENDER DOCUMENT

For Printing of Study material for Medical/ Non-Medical Entrance Examinations

THROUGH

**DIRECTOR GENERAL SCHOOL EDUCATION
CUM PROJECT DIRECTOR PUNJAB EDUSAT SOCIETY
SCO 104-106, SECOND FLOOR SECTOR 34A,
CHANDIGARH – 160034**

1 **Signature of the Authorized Signatory
with Seal**



Cost of Tender document of Rs. = 1000/-

Office of Project Director-cum-DGSE, Punjab Edusat Society.

SHORT TENDER NOTICE

1. Sealed Tenders are invited on behalf of the Punjab Edusat Society by the Project Director-cum-DGSE from the owners of well equipped printing presses to take up the work of printing of Booklets of study material for Medical and Non-Medical Entrance Examinations and delivery for District Headquarters as per **Annexure 'C'**.

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:-

3.1 **Technical Bid:**

- a) The samples of the paper to be used to print forms are to be enclosed.
- b) EMD of Rs. 20,000/- (Twenty Thousand Only) in the form of Demand Draft drawn in favour of "Project Director-cum-DGSE, Punjab Edusat Society" payable at Chandigarh.
- c) Tender cost of Rs. 1000/- (Rs. One Thousand only) in the form of Demand Draft drawn in favour of "Project Director-cum-DGSE, Punjab Edusat Society" payable at Chandigarh.

3.2 **Commercial Bid:**

The rates, VAT/Sales Tax, other terms & conditions are to be submitted.

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 requirements are given in the **Annexure 'A'**. These are estimates only.

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8. The tender should be submitted only in the prescribed document, addressing the tender cover to Project Director cum DGSE, Punjab Edusat Society, SCO 104-106, 2nd Floor, Sector 34-A, Chandigarh BY Registered Post /Courier service and tender cover superscribed as **"TENDER FOR PRINTING OF STUDY MATERIAL FOR PUNJAB EDUSAT SOCIETY"**, so as to reach by 2:00 PM hours at 12.03.2010 and all such tenders so received will be opened on the same day at 3:00PM 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.

10. 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.

11. Along with the tender each tenderer has to credit a sum of Rs. 20,000/- (Twenty Thousand) as EMD in the form of Demand Draft only drawn in favor of the "Project Director- cum-DGSE, Punjab Edusat Society" 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 07 days of issue letter of approval. The EMD of the successful tenderer shall be adjusted towards performance guarantee. The performance guarantee will be re-conveyed 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 Punjab Edusat Society. 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 by giving notice in writing of such intention one month prior to the date of expiry of the contract.

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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 Project Director-cum-DGSE, Punjab Edusat Society shall be binding on the tenderer in this regard.

16. Other Terms and Conditions

Delivery of Books

- 1.1 The quantity of textbooks/workbooks, ordered to the printer shall be completed as per schedule and delivered by him in suitable bundles in 20 DEOs(SE) of Department of Elementary Education, Punjab at his own risk and responsibility.
- 1.2 Books should be packed in polythene bags containing 20/40 books depending upon thickness of books. In no case, weight of one pack should not more than 10 Kg each.
- 1.3 The printer shall get the textbooks/workbooks, counted by the DEO(SE) or his nominee at the time of delivery and shall obtain receipt from them for payment purposes.
- 1.4 The date on which the textbooks/workbooks, physically reach in 20 districts shall be deemed to be the actual date of delivery.

2. Payment

- 2.1 Payment shall be made in Indian rupees.
- 2.2 Payments terms shall be as follows:-
 - (a) **On successful delivery: 80%** payment of the total bill shall be released on 100% successful and safe delivery of the textbooks/workbooks to their respective destinations/ consignees.
 - (b) **On Final acceptance & verification:** After acceptance and verification by DEOs(E) and their issue of clearance & acceptance certificates to the satisfaction of SSA Authority, the remaining 20% of the contract price shall be released.
- 2.3 The supplier's request for payment shall be made to the purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered, and receipt of the same by the client's authorized representatives at the final destination sites all over the State of Punjab, and upon fulfillment of other obligations stipulated in the contract. The payments shall be made as per the payment schedule defined earlier in this clause.

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3. **Defect Liability period and Performance guarantee**

3.1 Defect liability period shall be six months from the date of final acceptance & verification of the supply.

4. **Delays in the Supplier's performance**

4.1 Delivery of goods and performance of the services shall be made by the bidder/ supplier in accordance with the schedule specified by the SSA at the time of signing of the contract.

4.2 Any unexcused delay by the supplier in the performance of its delivery obligations shall render the supplier for any or all of the following:

- Forfeiture of its performance security.
- Imposition of liquidated damages; and
- Termination of the contract for default.

16. The Project Director cum DGSE, Punjab Edusat Society 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 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 Project Director cum DGSE or authorities concerned 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.

18) For Mistakes in Printing: The Penalty for mistakes in a book 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.

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- (c) The proof reading will be responsibility of the firm.
- (d) In case the number of serious mistakes exceeds 9 in a whole book, the printer shall be liable to pay penalty as per the following schedule.

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

19. The Project Director cum DGSE, Punjab Edusat Society 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.

20. 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.

21. 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".

22. All factors such as cost of paper including VAT/CST/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.

23. Quality of Paper -

At least Two paper samples of A4 size sheets duly stamped and signed as mentioned in the bid (alongwith the name of Mill) are to be attached with the tenders confirming 70 GSM Text paper Map Litho text paper should be of 'A' Grade paper mills as per BIS specification No 1848 of 2007 as amended up to date:- Manufactured from pulp containing not less than 60% by mass of pulp made from materials other than bamboo, hard wood, soft wood and reed).

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23. 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 Project Director cum DGSE, Punjab Edusat Society. 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

24 Amendments in the Tender Document.

a) At any time up to the last date for receipt of bids, the Punjab Edusat Society 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 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 Punjab Edusat Society may, at its discretion, extend the last date for the receipt of Bids.

25. 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 Project Director-cum-DGSE, Punjab Edusat Society reserves the right to reject any or all tenders without assigning any reasons and the decision of the Project Director cum DGSE shall be final and is binding on all concerned and the Project Director cum DGSE, Punjab Edusat Society also reserves the right to order quantity in full or partial as per the requirement.

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30. The Project Director-cum-DGSE, Punjab Edusat Society is not bound to accept the lowest tender.

31. The Project Director-cum-DGSE, Punjab Edusat Society shall also reserve the right to approve more than one tenderer in respect of some or different items listed in the tender.

32. 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.

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

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I / we hereby quote to print the study material 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 security money 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 security money shall be forfeited to the Project Director-cum-Director General School Education, Punjab Edusat Society, Chandigarh.



Annexure-A

Tender Schedule & Specifications for Printing of Books:-

S.No.	Name of the book	Qty.	Specifications				GSM & Quality			Per page rate of Text and cover rate quoted in figures	Per page rate of Text and cover rate quoted in words
			Size	Pages	Cover Pages	Printing	Paper for Text	Paper for Cover	Binding		
1.	Study Material for Medical Students	2000	A4	432	4	Text & Title (Single Color)	70GSM	240GSM	Perfect Binding		
2.	Study Material for Non-Medical Students	7500	A4	374	4	Text & Title (Single Color)	70GSM	240GSM	Perfect Binding		
Total:-		9500									

* Soft copy of the materiel will be provided by the office

** The above quantity of booklets as well as No. of pages in each booklet is approximate and may vary.

Note:

1. The printed material shall be supplied by the bidder at F.O.R basis at District Headquarter.
2. Text will be supplied in soft Copy.
3. Delivery Period : 15 days from issue of the work order.

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From:

To,

Project Director cum DGSE
Punjab Edusat Society
SCO 104-106, 2nd Floor, Sector 34 A
Chandigarh

Sir,

Sub: Tender for Printing of Booklets of study material for Medical and Non-Medical Entrance Examinations

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 Tender document cost and EMD in the following form:

- (i) Enclosed the Crossed Demand Draft of Rs. 20,000/- drawn in favour of The Project Director cum DGSE, Punjab Edusat Society payable at Chandigarh.
- (ii) Enclosed the Crossed Demand Draft of Rs. 1,000/- drawn in favour of The Project Director cum DGSE, Punjab Edusat Society payable at Chandigarh.

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

Date:
Place:

Yours faithfully,

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No. of Students attended Competitive Coaching Classes through Edusat for the Current Session 2009-10				
Sr. No.	Districts	No. of Students Medical	No. of Students Non Medical	Total No. of Students
		10+2	10+2	10+2
1	Amritsar	235	567	802
2	Barnala	38	129	167
3	Bathinda	15	175	190
4	Faridkot	44	108	152
5	F.G. Sahib	30	146	176
6	Ferozepur	99	689	788
7	Gurdaspur	265	1213	1478
8	Hoshiarpur	112	550	662
9	Jalandhar	173	472	645
10	Kapurthala	32	131	163
11	Ludhiana	192	622	814
12	Mansa	12	147	159
13	Moga	142	327	469
14	Muktsar	30	165	195
15	Nawanshahar	79	148	227
16	Patiala	88	450	538
17	Roop Nagar	54	307	361
18	Sangrur	22	490	512
19	SAS Mohali	55	185	240
20	Tarn Taran	185	433	618
21	Staff	98	46	144
	Total	2000	7500	9500

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Appendix

Instructions to Bidders CHECKLIST FOR TENDERERS:

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

Technical Bid contains:

- I. Study of complete document?
- II. Signature with seal on all pages of document?
- III. The samples of the papers used to print forms are enclosed
- IV. Original receipt for having paid EMD or Demand Draft drawn in favour of Project Director-cum-DGSE, Punjab Edusat Society, Chandigarh is enclosed.
- V. Original receipt for having paid tender cost or Demand Draft drawn in favour of Project Director-cum-DGSE, Punjab Edusat Society, Chandigarh is enclosed.

Commercial Bid contains:

- I. The Tender Schedule is correctly filled in words and figures with signature?

The tender documents properly sealed are to be addressed to:

Project Director cum
Director General School Education
Punjab Edusat Society