

**PUNJAB SCHOOL EDUCATION BOARD**  
**Vidya Bhawan**  
**S.A.S.NAGAR (MOHALI)-160062**  
**TENDER NOTICE FOR MANUFACTURING, PRINTING OF ANSWER BOOKS**  
**WITH PAPER**  
**(TENDER NO. AB-3/2012)**

Sealed tenders are invited again for manufacturing and printing of Answer books with OMR sheet along with paper from the reputed & experienced printers who have been involved in this job for the last 3 years. Tender document can be obtained personally from Publication Branch, Punjab School Education Board, Phase-VIII, S.A.S. Nagar (Mohali) by depositing Rs.2500/- (per tender) in cash with the Board's cashier or can be downloaded from the website of the Board i.e. [www.pseb.ac.in](http://www.pseb.ac.in). In case the bidding document is downloaded from the website then a demand draft of Rs. 2500/- (non-refundable) in favour of Secretary, Punjab School Education Board payable at Mohali/Chandigarh as the cost is required to be enclosed with the tender document in separate envelop.

Tenders must be addressed to the Chairman, Punjab School Education Board and should reach his office latest by 20-11-2012 up to 2.00 p.m. All the Tenders received after the specified date and time will be rejected. Tenders will be opened on the same day at 2.30 p.m. in the presence of tenderers who may wish to be present. In case the date of receiving tenders falls on a holiday, tenders will be opened on the next working day at the same time.

1. An earnest money of Rs.5, 00,000/- (Rs. five lac) must accompany the tender in the form of F.D.R. pledged in favour of the Secretary, Punjab School Education Board, Mohali payable at Chandigarh/Mohali. Tenders without earnest money will be out rightly rejected. Financial Bid will be opened only of those tenderers who qualify the Technical Bid.
2. The tender must be submitted in two separate envelopes clearly indicating Technical Bid & Financial Bid for manufacturing and printing of Answer books with OMR sheet along with paper.
3. The firms should have turn over of at least four crores for two years continuously preceding 2012-13 duly audited by the Chartered Accountant/Authenticated agency and strong back ground of handling such job with excellent and modern infrastructure.
4. The Chairman reserves the right to accept or reject any or all the tenders without assigning any reason.
5. For further details, please visit our website [www.pseb.ac.in](http://www.pseb.ac.in)

  
SECRETARY

# TENDER DOCUMENT

For Manufacturing, Printing & Supply of

Answer Books with OMR sheet

(With Paper)



**PUNJAB SCHOOL EDUCATION BOARD**

**Vidya Bhawan, Phase 8,**

**S.A.S. Nagar (Mohali)-160062**

**Price : Rs. 2500/-**

**(Non refundable)**

## BID SUBMISSION FORM

Tel. Address ..... Place .....

Phone No..... No. .... Date .....

From:

M/s .....

.....

To

The Chairman,  
Punjab School Education Board,  
Vidya Bhawan, Phase 8,  
S.A.S. Nagar (Mohali) 160 062

Dear Sir,

With reference to your Tender No. .... Dated ..... I/We am/are submitting herewith my/our tender for manufacturing/printing and supply of answer books with paper. My/Our rates for each item are quoted against its name.

2. I/We have carefully read the conditions laid down for the tender and the contract, in case my/our rates are approved and work is allotted to me/us hereby agree to abide by all of them. The conditions attached to the tender form have been signed by me/us in token for the acceptance.

3. I/We hereby also agree to carry out faithfully, all other instructions from the Board which are not contrary to any of the terms and Conditions of the Contract, or which do not put me/us to any additional financial burden beyond what is implied by the terms of the Contract.

4. Cost of tender document in the form of DD/Board's receipt no..... dated ..... for Rs..... (in words).....

5. F.D.R./C.D.R./Board's Receipt No..... dated ..... for Rs..... (in words) ..... is enclosed in the envelop containing technical details.

5. Our S.S.I. Certificate (Permanent/Temporary) No. .... Dated..... is valid up to.....

6. I/We hereby solemnly declare that the information given by me,/us in this letter and in the enclosures to the tender form is correct, and in case any information given by me/us is found to be incorrect the Punjab School Education Board will have the right to forfeit the Earnest money deposited with my/our tender herewith.

Yours faithfully,

(Signature of Proprietor/Partner/Managing Director  
with Rubber Seal of the Firm)

# CONDITIONS OF TENDER

Sealed tenders are invited for **Manufacturing and Printing of Answer Books with OMR Sheet, practical answer books and drawing sheet with Paper**. The technical details/specifications, terms and conditions can be received by hand or downloaded from Board's site [www.pseb.ac.in](http://www.pseb.ac.in)

1. Sealed tenders in two different envelopes superscribed in two parts i.e.

- Part 'A' (Technical Bid)
- Part 'B' (Financial Bid)

addressed to the Chairman, Punjab School Education Board, S.A.S. Nagar (Mohali) should reach his office by 2-11-2012 up to 2.00 p.m. Tenders received after the specified time and date shall be rejected. Tenders relating to technical bid shall be opened before the Publication Committee on the same day at 2.30 p.m. Thereafter, the financial bid of only those tenderers who are found suitable will be opened. In case the date of opening the tenders falls on a holiday, tenders will be opened on the next working day at the scheduled time. No tenderer shall be allowed to withdraw his tender after its opening.

2. Every tender must be accompanied by an earnest money of Rs. 5,00,000 (Rs. five lac) in the form of F.D.R. pledged in favour of the Secretary, Punjab School Education Board, S.A.S. Nagar (Mohali) payable at any Scheduled Bank at S.A.S. Nagar (Mohali)/Chandigarh. The successful tenderer will have to deposit security equal to 10% of the contract value including earnest money. The tenders without earnest money as required to conditional tenders will not be entertained.

3. Earnest money of the tenderer who quotes the rates but later on declines to accept the job on the rates quoted by him or even withdraws immediately on account of wrong calculations or for any other reasons shall be forfeited.

4. The work shall be allotted/re-allotted to the Manufacturer on the basis of his past performance/printing capacity and the rates quoted by him or approved by the Board and on such other conditions of the tender as prescribed and are fulfilled by the Manufacturer.

5. The Chairman is not bound to accept the lowest tender which can be rejected without assigning any reason. The work can be allotted to any of the tenderers or any Manufacturer in the interest of the Board. The Chairman also reserves the right to approve a common schedule for all Manufacturers and ignore all the tenders without assigning any reason in the best interest of the Board. The allotment of job will be conducted through an allotment committee on the Basis of common approved rates.

6. The tenderer shall furnish

- (i) Experience certificate in manufacturing answer books with OMR sheet for at least 3 years.
- (ii) Annual turnover for Rs. 4 crore continuously preceding 2012-13 for two years. (Attach documentary proof)
- (iii) Financial assistance available to complete the job (from any bank)
- (iv) sample of paper to be used
- (v) the details of the machinery owned by him.
- (vi) the capacity of machines likely to be used exclusively for the Board's work in the proforma  
(Part 'A') attached with the tender form.

(vii) Signed stamped terms & conditions of the tender form.

7. The tender should be signed by the Proprietor/Partner/Managing Director of the firm or by the Manager of the firm. In the later case, the tender should be accompanied with an undertaking by the Proprietor/Partner/Managing Director that he would be responsible for the commitments made by the Manager. The letter of undertaking should also bear signatures of the Manager duly attested by the Proprietor/Partner/Managing Director.

8 The tenderers should sign & stamp the tender form along with the terms and conditions of the tender on each page in token of having accepted the terms and conditions. No paper should be detached from the tender form.

9 The Manufacture must note that all the conditions of the tender and contract, given here are final. The tender once submitted shall remain valid for a period of 90 days from the last date fixed for their receipt in this office and can not be withdrawn/altered/cancelled in part or as a whole during this period. No request for any relaxation or amendment or change in any of the conditions will be considered. The decision of the Chairman shall be final and binding on the Manufacturer. Conditional tenders will not be accepted and will be rejected without assigning any reason.

10. The submission of the tender shall be deemed to be acceptance of full terms and conditions contained herein and laid down in the agreement form. The tenderer shall not impose any condition regarding the volume of work allotted or to be allotted which he will have to undertake as long as it is within the assessed capacity of the Manufacturer.

11. Our firm has never been disqualified for the printing and supply nor any such action is in process against the firm. I/We have carefully read the above mentioned conditions and agree to abide by them.

Place:

Full signature of the Manufacturer/

Tenderer

Dated:

(Rubber Seal of the Firm)

## SPECIFICATIONS, TERMS AND CONDITIONS OF THE CONTRACT

### DEFINITIONS:

1. Wherever the following words or phrases occur in Terms & Conditions of the Allotment and Agreement they shall be deemed to mean as mentioned below:-

- (A) FIRM means Proprietor/Partner/Managing Director of manufacturing, printing Firm
- (B) OFFICE means OFFICE OF THE PUNJAB SCHOOL EDUCATION BOARD
- (C) THE BOARD means THE PUNJAB SCHOOL EDUCATION BOARD
- (D) THE CHAIRMAN means THE CHAIRMAN OF THE PUNJAB SCHOOL EDUCATION BOARD
- (E) THE SECRETARY means THE SECRETARY OF THE PUNJAB SCHOOL EDUCATION BOARD
- (F) CAPACITY means THE PRINTING CAPACITY of the printer as determined by the office.
- (G) MSS or MANUSCRIPT means HAND WRITTEN or TYPED MANUSCRIPT or PRINTED PRESS COPY OR NEGATIVES/POSITIVES.
- (H) 'CONTRACT PERIOD' means A PERIOD OF ONE YEAR FROM THE DATE OF AGREEMENT.
- (I) PUBLICATION COMMITTEE means PUBLICATION COMMITTEE (TEXTBOOKS) OF THE BOARD.

### SPECIFICATIONS

Answer Books shall be manufactured/printed in different inks as per office instructions by offset printing process and printing should be sharp straight and correct as per the following specifications:

**Paper:** Paper should be of good quality and of only **one mill** with **its water mark** shall be used as per sample approved.

Main Answer books	60 GSM
OMR sheets	105 GSM
Practical Answer books	60 GSM
Drawing sheets	130 GSM
• <b>Size :</b> Answer books, OMR sheets and Practical Answer books	28cm x 22cm
Drawing sheets	33.6cm x 26cm

- **Total Number of pages -** Matriculation = OMR sheet + 24 pages  
Sr. Secondary = OMR Sheet + 28 pages  
Practical Answer Book 8 pages  
Drawing Sheets Single page

- **OMR Sheet (Optical Mark Reader Sheet)**

The printers are supposed to take additional precaution for printing of OMR sheet for Matriculation and Senior Secondary classes. Following specifications should be used for the OMR sheet:

Paper : Preferably JK Maplitho/Bond/Century

Weight (gramage) : Minimum 105 GSM

Perforation : One vertical (As in Cheque book) for separating from counter file.

Numbering : Auto/Web Machine Numbering. Legible Sr. no. on each OMR sheet with pre printed bar code. The value of bar code should be equivalent to Sr. No. of the Answer Book to be printed by Auto machine numbering as per Board's direction. In no case manual machine numbering will be accepted and violation of this would be taken seriously.

Colour : Front page-two colours, Back page-Single colour;

Matriculation : Magenta and Black colour

Senior Secondary : Orange and Black colour

Printing : Bar Coded or Litho Coded Colour OMR sheet.

Design : Design with colour scheme will be supplied by the Board.

Size : The size of OMR sheet should be same as that of answer book. Cutting/trimming should be at proper right angles parallel to printed matter leaving equal margin on all the three open sides and all OMR sheets should be of equal size.

Timer Bar : Timer bar should be in accordance with the designs so that OMR sheets are handled with required efficiency.

**Note:- OMR sheet should be readable from all types of scanners.**

- **Main Answer Book**

Design : First page of the Answer Book shall be printed as per office instructions and 21 lines on each page and on each side in single colour. Each Answer Book must be perforated with PSEB mark with a needle die so as to pass through and through all pages of answer book at the left hand top corner of the answer book.

Page Numbering	The Logogram of Board (Board's Monogram) and page numbering is to be printed on every page and will be associated with security feature which will be disclosed at the time of assignment.
Stitching	All pages will be cross-ruled and machine side stitched with good quality wire at two places. Apart from above specifications sewing with jean thread by high quality machines will have to be done for answer books with OMR sheet of Matriculation and Senior Secondary.
Packing	The answer books are to be packed in packets of 50 copies in each wrapping paper with accurate counting Sr. no. 1-50 and then packed in bundles of 250 copies each in Hessian cloth of superior quality. The name of the class Matriculation/Senior Secondary with Sr. Nos. of the answer books contained in the bundle has to be indicated by pasting a slip of paper 4"x4" over Hessian cloth printed in the same colour/ink as of the colour of the OMR sheet. All the bundles should be marked and supplied serial wise.

#### Practical Answer book and Drawing Sheet

The Practical answer books and Drawing Sheets are to be printed as per office instructions. The Practical answer books are to be packed in packets of 50 copies in each wrapping paper with accurate counting Sr. no. 1-50 and then packed in bundles of 250 copies each in Hessian cloth. The Drawing Sheets are to be packed in packets of 50 copies in each wrapping paper with accurate counting Sr. no. 1-50 and then packed in bundles of 1000 copies each in Hessian cloth. The practical answer book/drawing sheet with serial no. contained in the bundle has to be indicated by pasting slip of paper 4"x4" over Hessian cloth printed in the same colour/ink indicating practical answer books/drawing sheets. All the bundles should be marked and supplied serial wise.

In case of missing serial number or short supply an amount equivalent to the price of double number of Answer Books will be deducted from the Bill. A certificate to this effect has to be given with the bill that the answer books have been counted and there is no error in putting serial numbers.

Delivery	The delivery of the packed material will be taken at Board's godown at S.A.S. Nagar (Mohali) within 60 days according to the schedule given below:
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Sr. No:	Class	Pages of Answer book	Approx. Quantity	Supply Time
1.	Matriculation	24 pages (60 GSM) 28cm x 22cm + OMR Sheet (105 GSM) 28cm x 22cm with sewing	33,00,000	60 Days
2.	Senior Secondary	28 pages (60 GSM) 28cm x 22cm + OMR Sheet (105 GSM) 28cm x 22cm with sewing	13,00,000	60 Days
3.	Practical	8 pages Answer Book (60 GSM) 28cm x 22cm	6,00,000	60 Days
4.	Drawing Sheet	Single page (130 GSM) 33.6cm x 26cm	5,00,000	60 Days

**NOTE:**Delivery Expenses/transportation (loading and unloading of trucks) charges of Answer Books to Board's office, Mohali will be paid by the firm.

- 1 If the number of copies is reduced or increased by 30%, printers will not be entitled to any compensation on this account. The rates which are approved and accepted shall be valid for placing of the original order and subsequently extended and/or reprint orders for manufacturing/printing and supply of answer books with OMR sheets concerned any time during the period of Agreement i.e. one year from the date of Agreement.
- 2 The print-order may be increased by 30% within 7 days after the final print order without giving any extra time for the job, if it is within the capacity of the printer. If the increase in order exceeds 30%, the additional proportionate time will be given.

**TERMS AND CONDITIONS:**

- 1 The tenderer should have involved in manufacturing of such jobs since last three consecutive years. The successful tenderer shall have to enter into an agreement on the lines of these terms and conditions with the Board on non-judicial paper of Rs. 25/- within 7 days from the date of issue of intimation regarding acceptance of tender. The contract will be valid for one year from the date of the agreement. If the tenderer fails to sign agreement his earnest money shall stand forfeited. The Chairman reserves the right to forfeit the earnest money received with the tender, black-list the firm and recover the difference of cost whatsoever in getting the goods manufactured and allot the work to other parties without any further notice.
2. The tenderer whose tender/s is/are accepted shall have to deposit a security equal to 10% of the value of the tendered amount against the items allotted to him/them in the form of Fixed Deposit Receipt pledged in favour of the Secretary, Punjab School Education Board, S.A.S. Nagar (Mohali) payable on any scheduled bank at Mohali/Chandigarh within the time given in the

acceptance letter of the tender or a bank guarantee not less than a period of one year amounting to 10% of the contract price can also be given.

3. The tenders once submitted shall remain valid for the period of 90 days from the last day fixed for their receipt in the office. These can not be withdrawn, altered or cancelled in part or as a whole during this period.
4. The delivery period of Answer Books will be 60 days. No extra time will be given for approval of proofs. The printer shall ensure that the printing work assigned to him shall be completed on priority basis within stipulated time.
5. The rates of printing and manufacturing of answer sheets should be quoted per thousand as per proforma attached. (Rates should be inclusive of CST, excise duty, Sale Tax, Vat tax, related services etc.)
6. The manufacturer should have all arrangements for printing, binding, packing, perforating etc. of his own in the premises to the satisfaction of the Board. The details about the equipments, premises and staff in connection with the capacity of the manufacturer firm for execution of the work along with the copy of declaration relating to the registration of the press, experience in printing answer books with OMR sheets, annual turnover of at least Rs. 4 crore per year preceding two years, financial assistance required to complete the job, sample of paper to be used are to be supplied as per proforma enclosed. The work will be allotted to the firm keeping in view his capacity and past performance. If any urgency arises, the job/work can be divided between various tenderers.
7. The firm shall deposit a security in the shape of FDR drawn on any scheduled bank payable at Chandigarh/Mohali or a Bank Guarantee not less than a period of one year amounting to 10% of the value of the contract. The printer shall furnish surety on non-judicial stamp paper of the value of Rs. 25/- to the satisfaction of the Chairman of the Board for the execution of the job allotted to the printer in accordance with the terms and conditions. The specimen copy of answer book may be collected from the office and the proof of sample may be got approved within a week's time.
8. The stocks of manufactured answer books shall be open to inspection during working hours of the firm by any officer authorized by the Board, who may take samples out of prepared lots for verification of paper, printing etc. and the Board shall have the right to reject the entire lot or a part thereof in case of manufactured answer books are found to be not in accordance with the prescribed specifications. The Board shall not be responsible for any financial loss to the firm as a result thereof.
9. The manufacturer will be responsible for the safe custody, security and secrecy of the answer books till the time of delivery to the office of the Board. In case, at any time, it comes to the notice of the Board that the answer books have gone out from a source connected with the manufacturer, through his connivance or negligence, the action as deemed fit by the Chairman will be taken, which could be to the extent of forfeiture of whole payment and also the security deposited, black-listing of the manufacturer, prosecuting the firm. In case it comes to the notice after having released the security/payment of the bills, any negligence on the part of the manufacturer, the firm shall have to deposit the amount of penalty as imposed by the Chairman with the office of the Board within a fortnight from the date of issue of the letter, failing which the Chairman shall have the right to recover the amount through the Court of Law and all expenses incurred on litigation by the office of the Board shall be borne by the manufacturer.

10. Any loss that might occur in the storage of Answer Books at the firm's premises or during transportation shall be the sole responsibility of the manufacturer. Undertaking/Affidavit has to be given that no answer book has been printed more than the specified number and no answer book is left with them after complete supply.
11. The whole work is to be completed within a stipulated time as per assignment letter, failing which the manufacturer will be liable for imposition of penalty for the late execution of the job as per the following schedule:-
  - i) For delay of up to 10 days 5% of the amount payable.
  - ii) For delay of 11 to 20 days 10% of the amount payable.
  - iii) For delay of 21 to 30 days 15% of the amount payable.
  - iv) A penalty of 5% more per week on the proportionate amount of the bill on account of delayed supply of Answer books subject to a maximum of 20% shall be imposed in case the supply is not made within the stipulated time. Stock should be kept safely under firm's custody and manufacturer should execute strict control over the printing process, so that there is no possibility of smuggling of Answer Books or its title. For any mishap manufacturer will be held responsible.

The above penalty will be imposed only on the delayed supply of answer books.

12. In case office feels that the firm has intentionally delayed the job, special penalty as deemed fit by the Chairman of the Board can be imposed. In addition to the special penalty, the manufacturer shall be black-listed. However, the period of execution of work may be extended; delay in execution of the work may be condoned at the discretion of the Chairman as a whole or in part and a token penalty shall be imposed keeping in view the merits of the case.
13. If it is established that sufficient steps are not taken by the firm to start the work within 10 days, the order of the firm may be cancelled and contract security will be forfeited.
14. If the manufacturer fails to complete the job and Board has to get it done from other manufacturer at higher rates, the difference in the rates accrued shall be deducted from the firm's bills/securities besides forfeiting the contract security of the firm, besides imposing penalty and taking such other action as may be deemed fit by the Chairman.
15. If the job is returned by the manufacturer unexecuted after accepting the same, the security deposited will be forfeited in full or at the discretion of the Chairman and further action as deemed fit by him will be taken.
16. The manufacturer shall submit such periodical reports fortnightly about the manufacturing of the answer books as may be desired by the office. The officer/s of the Board, however, can visit, the premises of the manufacturer during the period of manufacturing to see the process of the work and to ascertain that the goods are manufactured as per specifications and their safe guards

envisaged in the terms & conditions. If any lapse found is reported by the officer/s of the Board, the Chairman of the Board will take such action as he deems fit. The Chairman's order shall be final and binding. Answer Books kept in the godown of the manufacturer shall vest with the Board.

17. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed in token of having accepted them along with the list of details of equipments, experience, turnover, finances, sample of paper, premises and a copy of declaration relating to the registration of the press.
18. Efforts will be made to clear 90% payment of Manufacturer's bills received complete in all respects through cheque payable at Chandigarh/Mohali within 30 days from the date of receipt of bills accompanied by delivery challans duly countersigned by the representatives of the Board in token of his/her having taken deliveries from the firm. The remaining 10% payment will be released after receiving the satisfactory report from the Conduct Branch.
19. The Printer shall not sub-contract or assign all or any part of the work to any third party.
20. The contract between the Board and the concerned party may be extended for the further period of one year by the mutual consent of both the parties on the approved rates and other terms and conditions etc.
21. The printer will certify that no relationship of business connection exists between the printer and any official or member of the Board. If this information is found to have been suppressed, the Agreement if any, entered into may be cancelled forthwith notice. No compensation shall be made to any body and any security money deposited with the Board may be forfeited.
22. If there are two or more lowest successful bidders quoting equal rates then the Chairman may award the work to anyone or more of them.
23. The contract security will be released only after submission of the bills and on receipt of full quantity of printed material/answer books
24. TDS, Sale Tax and any other tax will be deducted from the bill as per rules. The quantity of supply of answer books can be increased or decreased as per requirement of the Board.
25. In case of any dispute arising under this agreement, the Chairman, Punjab School Education Board would act as an Arbitrator and his decision shall be final and binding on both the parties.
26. In case of any dispute arising between the parties and not settled by Arbitration in clause 25, the jurisdiction of Court of Law shall be at S.A.S. Nagar (Mohali).
27. The earnest money of the tenderer whose tender are not considered will be refunded within 15 days of opening financial bid.

28. For any other point which is not covered under the above terms and conditions and in all matters relating to interpretation of any condition of this Agreement, the decision of the Chairman of the Board shall be final and binding on the Parties.
29. For further details, please visit our website [www.pseb.ac.in](http://www.pseb.ac.in)

Secretary,  
Punjab School Education Board.

Certified that I/We have read the above specification, terms and conditions, and these are acceptable to me/us. The proforma giving details of equipments, experience, turnover, finances, sample of paper, premises and staff along with a copy of declaration relating to the registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed proforma.

Dated: .....

Signature.....  
Complete Address of the Firm

## **AGREEMENT**

THIS DEED OF AGREEMENT IS MADE AT MOHALI ON THIS ..... DAY OF .....2012

### **BETWEEN**

The Secretary, Punjab School Education Board, Phase 8, S.A.S. Nagar (Mohali) Punjab (hereinafter referred to as the Board which expression shall unless repugnant to the context or meaning thereof includes its successors and assigns) of the ONE PART

### **AND**

M/s

..... having its office at ..... through its Proprietor/Partner/Managing Director/Manager Sh. .... (herein after referred to as the Printer which expression unless repugnant to the context or meaning thereof includes its assigns executors, successors, legal representatives and administrators) of the OTHER PART.

WHEREAS the Board invited tenders for manufacturing and printing of Answer books with OMR sheet along with paper vide tender No. AB-2/2012 dated ..... on the specifications, terms and conditions as per the Tender Document.

AND WHEREAS the Firm having accepted each and every term and condition contained in the Tender Document and after full consideration submitted rates in the tender.

AND WHEREAS the Board after thorough examination of all the rates received in the Tender has accepted his tender on the rates accepted by the Board and has issued an intimation letter No. .... dated..... to him. The Manufacturer/Printer vide his letter No..... dated ..... accepted the offer made by the Board. The printer after having accepted the offer hereby undertakes to manufacture, print and supply Answer books with OMR Sheet in conformity with and in all respects with the provisions of this Agreement accepting all the terms and conditions contained therein. Now this deed further witnesses as follows:

### **Specifications, Terms and Conditions of Agreement**

(In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the "**Specifications, Terms and Conditions of Agreement**")

IN WITNESS WHEREOF the parties hereto have executed this Deed of Agreement in the presence of witnesses on the date, month and year mentioned as token of their acceptance of the aforesaid Agreement.

Signed by the said Shri/Smt. ....  
Proprietor/Partner/Managing Director/Manager of the Printer, on this..... day of .....2012.

.....  
Full Signature of the Printer  
.....  
.....  
(Rubber seal of the Printer)

WITNESSES :

- |                 |                 |
|-----------------|-----------------|
| 1. Name.....    | 2. Name .....   |
| Address .....   | Address.....    |
| Occupation..... | Occupation..... |

Signed by Sh.....for and on behalf of the Punjab School Education Board, S.A.S. Nagar (Mohali) on this .....day of .....2012.

SECRETARY/AUTHORISED SIGNATORY  
PUNJAB SCHOOL EDUCATION BOARD

WITNESSES :

- |                 |                 |
|-----------------|-----------------|
| 1. Name.....    | 2. Name .....   |
| Address .....   | Address.....    |
| Occupation..... | Occupation..... |

**SURETY BOND**

**(Referred to in Clause 7)**

Whereas .....(here-in-after  
(Name and address of Firm)

called the Firm) has been allotted the work of manufacturing, printing & supply of the answer books with OMR sheets by the Punjab School Education Board, S.A.S. Nagar (Mohali) (here-in-after called the Board) on the terms and conditions mentioned in the Board’s letter No. .... dated ..... which have been confirmed by the Printer vide his letter No. dated ..... upon conditions inter alia that he will furnish proper Surety for the due performance of the contract. And

Whereas ..... here-in-after called the Surety,  
(Name and address of the surety)

Agreed to stand Surety for the due performance of Contract entered into between the Printer and the Board in the shape of agreement signed by both the parties.

Now this deed is witnesses as follows:

That in consideration of the Board having allotted the manufacturing, printing & supply of the answer books with OMR sheets to the Printer on the terms and conditions agreed upon, the Surety hereby undertakes that the Printer shall duly and faithfully execute the work of manufacturing, printing & supply of the answer books with OMR sheets that has been allotted to him and shall perform as per other terms and conditions of the Agreement. The Surety further undertakes to reimburse the Board for all losses and damages that the Board may suffer due to any breach of any of the terms and conditions of the Agreement by the Printer and or to the amount which the Board may be entitled as stipulated damages under terms and conditions of the **Agreement**. The Board shall be entitled to recover the same from the person and property of the Surety. .

In witness of the Surety has set his hand in presence of the witness.

Place .....

Date .....

.....  
Signature of the Surety  
with stamp of the Printer

WITNESS

1 .....

2 .....

(Signature and address of the witness)

(Signature and address of the witness)



# **BANK GUARANTEE**

(Referred to in Clause 7)

The Secretary,  
Punjab School Education Board,  
S.A.S. Nagar (Mohali)

No. ....

Dated .....

Amount of guarantee: Rs.....

Guarantee cover form: .....

In consideration of your having agreed to manufacturing, printing & supply of the answer books with OMR sheets (matriculation/senior secondary)/practical answer books/drawing sheets to M/s.....  
(here-in-after called the allottee) on the terms and conditions as per tender document:

We

.....

(Name of the Bank)

hold ourselves unconditionally and irrevocably guarantee that in the event of default/failure on the part of allottee to observe any of the conditions prescribed by you in regard to the above said agreement, we shall honour your first demand without protest and pay forthwith to you any sum up to Rs. ....  
(Rs.....)

Our liability under this bond is restricted to Rs. ....  
(Rupees .....) )

and it will remain till ..... unless an action to enforce the claim under the Guarantee is filed against us before that date. The Secretary, Punjab School Education Board has the right to get this guarantee extended without the consent of M/s .....  
and the Bank shall not release this guarantee even after the date of its expiry without the consent of the Board authorities.

Dated: ACCOUNTANT

MANAGER

(Signature of Branch Manager with seal)

Name & Address of the Bank.....  
.....

Signature & seal of the supplier

Signature of Branch Manager.....

Name .....

(with seal)

Tel. No. ....

Tel. No. ....

Mobile No. ....

Fax No. ....

E-Mail .....

E-Mail .....

PAN No. ....

Address .....

.....

.....

## INTIMATION LETTER

No. PSEB-Pub-2012/

Dated

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:- Regarding Manufacturing, Printing and Supply of Answer Books with OMR sheet (with paper) of the Punjab School Education Board.**

You are hereby intimated that the Chairman, Punjab School Education Board is pleased to allot the following answer books for Manufacturing, Printing and Supply with OMR sheet (with paper) as per tender/approved rates and on the terms and conditions of the agreement.

Sr. No:	Class	Pages of Answer book	Approx. Quantity	Rate per 1000 copies	Supply Time
1.	Matriculation	24 pages (60 GSM) 28cm x 22cm + OMR Sheet (105 GSM) 28cm x 22cm with sewing			60 Days
2.	Senior Secondary	28 pages (60 GSM) 28cm x 22cm + OMR Sheet (105 GSM) 28cm x 22cm with sewing			60 Days
3.	Practical	8 pages Answer Book (60 GSM)  28cm x 22cm			60 Days
4.	Drawing Sheet	Single page (130 GSM) 33.6cm x 26cm			60 Days

On the basis of the above details, if you are interested to take up the job, the following documents may be submitted in person in this office on or before \_\_\_\_\_ for execution of the agreement.

- (i) Consent letter regarding the work allotted \_\_\_\_\_.
- (ii) 10% contract security \_\_\_\_\_.
- (iii) A stamp paper amounting to Rs. 25/- for agreement.
- (iv) Surety Bond on a stamp paper of Rs. 25/- from the printer who has been currently allotted printing work by the Board.
- (v) 15 simple court stamp papers.

Regular Assignment letter/Designs etc. will be issued to you only after the execution of the Agreement. In case, you fail to submit the written acceptance/documents within prescribed time, it will be presumed that you are not interested to do this job. Under such circumstances, this job will be assigned to some other printer/s.

The presence of the owner of the press/partner/representative of the printer is required at the time of execution of Agreement.

Deputy Director (Publication)

For Secretary.

## **AFFIDAVIT**

I

.....,  
sole

(Name and address of the person giving affidavit)

Proprietor of M/s.....

.....  
(Name and address of the firm)

We

.....  
(Name and address of all the partners should be mentioned)

Partners of M/s .....

.....  
(Name and address of the firm)

Solemnly affirm and declare as follows:

1. That I/We have manufactured, printed and supplied following no. of answer books:

<b>Sr. No:</b>	<b>Class</b>	<b>Pages of Answer book</b>	<b>Approx. Quantity</b>	<b>Rate per 1000 copies</b>	<b>Supply Time</b>
1.	Matriculation	24 pages (60 GSM) 28cm x 22cm + OMR Sheet (105 GSM) 28cm x 22cm with sewing			60 Days
2.	Senior Secondary	28 pages (60 GSM) 28cm x 22cm + OMR Sheet (105 GSM) 28cm x 22cm with sewing			60 Days
3.	Practical	8 pages Answer Book (60 GSM) 28cm x 22cm			60 Days
4.	Drawing Sheet	Single page (130 GSM) 33.6cm x 26cm			60 Days

As desired by the Punjab School Education Board SAS. Nagar (Mohali), the aforesaid number of answer books has already been supplied to the Board.

2. That no copy of the aforesaid answer book(s) has been printed in excess.
3. That .....copies of the answer book(s) were accidentally printed in excess and these have also been supplied to the Board.
4. That I/We undertake not to print the answer book(s) except on an order of the Board in writing.
5. The designs of the answer sheets of the Board received for the manufacturing, printing and supply were kept in safe custody under lock and key and have been used for the printing of the above number of answer books and nowhere else, and that I/We have prepared only negatives/positives from these designs/negatives and the same has/have been returned to the office of the Board along with the original designs and that I/We have not prepared any extra blocks from the emblem supplied by the Board.

Place .....

Dated .....

Deponent

**Verification**

I/We .....solemnly affirm and declare that the contents of the above affidavit are true and correct and no part of it is false and nothing has been concealed.

Place .....

Dated .....

Deponent

**DETAILS OF ANSWER SHEETS PRINTING/MANUFACTURING MACHINERY ETC.**

**(Information to be submitted by the Manufacturer)**

1. Name of Manufacturer/firm \_\_\_\_\_
2. Complete address of the unit \_\_\_\_\_  
\_\_\_\_\_
3. Phone no \_\_\_\_\_  
Fax, e-mail \_\_\_\_\_
4. Name of the Proprietor/Partners \_\_\_\_\_  
\_\_\_\_\_
5. Year of establishment & copy of Declaration of the press \_\_\_\_\_  
\_\_\_\_\_
6. Whether the firm is registered as a Small Scale Industry with the Director of Industries. If so, please attach a Photostat copy of the same \_\_\_\_\_  
\_\_\_\_\_
7. Annual turnover of 2010-11 \_\_\_\_\_  
2011-12 \_\_\_\_\_

(At least 4 crore per year for 2 years continuously preceding 2012-13 attach documentary proofs i.e. duly audited by C.A./authenticated agency/Income tax return or equivalent value of the contract applied)

8. Experience in manufacturing of satisfactorily supplying Answer books with OMR Sheet with full details (attested copies of supply orders & satisfactory work obtained from other organizations for at least 3years). \_\_\_\_\_  
\_\_\_\_\_

9. Mention the amount of assistance available \_\_\_\_\_

Credit worthiness Certificate on letter head of the Bank from ..... (Name of Bank) assuring financial assistance for purchasing paper & executing the job smoothly & successfully without any financial hurdle

10. Sample of paper to be used (for OMR, Answer sheet & Drawing sheet)

11. **POWER:**

- i) How much power is assigned \_\_\_\_\_  
to the Press?
- ii) For how many hours the \_\_\_\_\_  
power is used?
- iii) Is the power arrangement \_\_\_\_\_  
sufficient?
- iv) Whether the press has its own \_\_\_\_\_  
generator, if so, please give  
details.

12. **Details of Machinery and Binding Equipments etc.**

- i) Details of the printing machinery \_\_\_\_\_  
\_\_\_\_\_  
(Two/four colour sheet/web offset & printing capacity in reams per day)
- ii) Details of Binding Equipments:  
No. of cutting machines \_\_\_\_\_  
No. of folding machines \_\_\_\_\_  
No. of stitching machines \_\_\_\_\_  
No. of sewing machines \_\_\_\_\_  
No. of perforating machines \_\_\_\_\_  
(Needle dye)
- iii) Any other machinery related \_\_\_\_\_  
with the job

13. Paper storage capacity \_\_\_\_\_



14. Details of man power engaged:-

i) No. of persons engaged in \_\_\_\_\_  
Printing Section

ii) No. of persons engaged in \_\_\_\_\_  
Binding Section

15. Weekly Holidays: \_\_\_\_\_

16. Earnest Money: FDR No. \_\_\_\_\_

Dated \_\_\_\_\_ Amount \_\_\_\_\_

Bank \_\_\_\_\_

17. Cost of Tender Document: \_\_\_\_\_ DD/Board's receipt no \_\_\_\_\_

Dated \_\_\_\_\_ Amount \_\_\_\_\_

Bank \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of the Tenderer

(Stamp)

**PUNJAB SCHOOL EDUCATION BOARD, S.A.S. NAGAR (MOHALI)**

Proforma for quoting rates for the manufacturing, printing and supply of Answer Books with OMR Sheet as per specifications, terms and conditions

S.No.	Description	Approx. No. of Answer Books to be manufactured and printed	Net Rates per thousand (inclusive of cost of paper, taxes & related services)	
			In figures	In words
1.	Matriculation (OMR sheet + 24 pages Answer book)	33 lac	.....	.....
2.	Sr. Secondary (OMR sheet + 28 pages Answer book)	13 lac	.....	.....
3.	Practical (8 pages)	6 lac	.....	.....
4.	Drawing sheet (single page)	5 lac	.....	.....

- Note: 1. The above quantity may increase or decrease as per the requirements of the office.  
2. The Printing is to be done by offset Process only.

Dated: .....

Signature: .....

Full Name: .....

Designation: .....

Full Address (with stamp)

## Check List

### **Technical Bid**

1. Bid submission form \_\_\_\_\_
2. Conditions of Tender \_\_\_\_\_
3. Signed and stamped terms & conditions \_\_\_\_\_
4. Part 'A' (Performa) \_\_\_\_\_
5. Earnest Money (5 lac) \_\_\_\_\_
6. Cost of Document (Rs. 2500) \_\_\_\_\_

### **Financial Bid**

1. Part 'B' (Performa) \_\_\_\_\_