

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

(Punjab School Education Board)



TENDER DOCUMENT FOR PRINTING & SUPPLY OF TEXT BOOKS WITH PAPER

For the Classes 1st to 12th

(ACADEMIC SESSION 2020-21)

Ph 0172-5227184, 0172-5227185

E-Tender Notice No.PSEB/Pub/2

Website www.pseb.ac.in

Email id: publicationpseb400@gmail.com

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

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF TEXT BOOKS - FOR
THE CLASSES 1st TO 12th (ACADEMIC SESSION 2020-2021)**

SECTION NUMBER	Contests	PAGE No.
1	BRIEF INFORMATION ON BID DOCUMENT	3
	PRESS NOTICE FOR INVITING TENDER	4
	KEY DATES	6
	INSTRUCTIONS TO BIDDERS ON ELECTRONIC TENDERING SYSTEM	7
	IMPORTANT NOTES	7
2	INVITATION FOR BIDS	9
3	INSTRUCTIONS TO BIDDERS AND TABLES OF CLAUSES	16
4	QUALIFICATION CRITERIA	29
5	SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS	33
6	BID SUBMISSION FORM AND PRICE SCHEDULE	36
7	CONDITIONS OF CONTRACT	39
8	CONTRACT FORM (AGREEMENT)	52
9	FORM FOR DEPOSITING PERFORMANCE SECURITY (Bank Guarantee)	53
10	NOTIFICATION OF AWARD (LETTER TO THE SUCCESSFUL TENDERER REGARDING DEPOSITING PERFORMANCE SECURITY & AGREEMENT ETC)	55
11	CRITERIA FOR IMPOSITION OF PENALTIES	56
12	BILL PROFORMA TO BE SUBMITTED BY THE FIRM ALONG WITH CASH MEMO FOR CLAIMING PAYMENT	58
13	PROFORMA FOR WEEKLY PROGRESS REPORT	59
14	AFFIDAVIT ON RS.100/- STAMP PAPER	61
15	TECHNICAL BID PERFORMA	62
16	FINANCIAL BID PERFORMA	64
17	AFFIDAVIT BY PAPER MILL AND PRINTER/BIDDER	76-77
18	CHECKLIST OF THE TENDER DOCUMENT	78

SECTION-1

BRIEF INFORMATION ON BID DOCUMENT

Tender No.	PSEB/PUB/2 Dated: 28-11-2019
Mode of Bid submission	Online Through http://eproc.punjab.gov.in
Time for Completion	90 Days for printing and supply of Books from the next date of work order which ever is earlier.
Last Date and time of Bid submission	18/12/2019 01:00 PM
Date and time of opening of Technical Bids	18/12/2019 02:00 PM
Date and time of opening of financial bids for technically qualified bidders	To be intimated later on
EMD (per class)	10 Lac To be deposited through Online.
Cost of Tender Document (per class)	10,000/- To be deposited through Online.
Tender Fee	As applicable
Validity of Bid	1 year from submission of bid as per term & condition.
Material to be supplied at	i) Books being printed must be supplied at Regional office of PSEB at District Level or its location nearby.
Approximate cost of project	65,00,00,000/- (Sixty Five crore)

Note: *Scan copies of hard copy of deposited EMD and cost of tender documents are to be submitted with the online technical bid also.*

Public Notice for Inviting e-Tender

(Punjab School Education Board)

Online bids are being invited from the established printers **in India** having minimum three year's experience in the field of printing and supply of Text Books with paper, for the Classes 1st to 12th for academic session 2020-21.

Approximate cost of the project is 65 crore. Cost of this bid documents is Rs. 10,000/- Earnest money is Rs.10 lac. , which are to be deposited through Online.

The detailed information is available on the Board's website www.pseb.ac.in .

Note:- Bids shall be submitted through e-tendering only. For further details, visit website <http://eproc.punjab.gov.in>

Secretary,
Punjab School Education Board,
S.A.S. Nagar.

NOTICE FOR INVITING TENDER

e-Tender is invited for Printing and supply of **TEXT BOOKS - FOR THE CLASSES 1ST TO 12TH FOR ACADEMIC SESSION 2020-2021** in single stage two cover request for technical Bid (online Bid under Technical Envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope). Detail of the books to be printed and supplied is available on the Board's website www.pseb.ac.in

Cost of this bid documents is Rs. 10.000/- and Earnest money is Rs.10 lacs , which has to be deposited through Online. Time limit for printing and supply of books will be upto 90 days from the commencement of the date/day of work order as and when release which ever is earliest.

The Bidders can download the tender documents from the Portal: <http://eproc.punjab.gov.in> or from Board's web site www.pseb.ac.in

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates as on page 6.

Key Dates:

Sr.No.	Deptt. Stage	Contractor Stage	Start date and Time for bids submission	Last Date and Time for bids submission
1.		Download Tender, Online Bid Preparation & Submission	28/11/2019	18/12/2019 01:00 PM
2.	Opening of Technical Bids		18/12/2019	02:00 PM
3.	Opening of Financial/ Price-Bids of Eligible Bidders		To be Intimated Later on	

Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule at this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

Bidder can rework on his/her bids even completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

GENERAL:-

Bidding documents (Technical Bid and Financial Bid) to be submitted online via e-procurement website: <http://eproc.punjab.gov.in> latest by 13:00 hrs on dated 18/12/2019

The tender documents can be downloaded from e-procurement website <http://eproc.punjab.gov.in>

OPENING OF BIDS

The technical bids will be opened at 14:00 hrs on 18/12/2019 by the authorized committee.

The financial bids of only those bidders shall be opened whose are found fit/eligible in view of requisite conditions.

However, the competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Chairman, Punjab School Education Board shall be final and binding. In view of this, relevant information shall be available on the website of the Board only and bidders can access it time to time.

Instructions to bidders on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. The digital signature of the authorized user will be binding on the firm.
2. Tender document can be download from website <http://eproc.punjab.gov.in> or from Board website www.pseb.ac.in.
3. The bidder/s has to follow the date and time as indicated in the online notice for inviting tender, which is applicable on all the bidders.
4. The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries and all terms and conditions except the rates (price bid).
5. The bidder shall quote the prices in price bid format.
6. If bidder fails to complete the online bid preparation and submission stage on the Stipulated date and time, his/ her bid will be considered as bid not submitted, and hence not appear during tender opening stage.
7. For further details please log in <http://eproc.punjab.gov.in>

IMPORTANT NOTES:

1. The price of this tender document is Rs10,000/- non-refundable which is to be deposited through online only.
2. The Bids must be accompanied with an Earnest Money of Rs 10 lacs as mentioned in setion-3 (Clause-15), which is to be deposited through online only.
3. The technical bids shall be opened at 02:00 PM on dated 18/12/2019 in the presence of the Bidders therefore authorized representative has to produce the authority letter under sign & seal of competent printer/bidder/s, who may wish to be present. If the date of opening of technical or financial bid happens to be a holiday it shall be opened on next working day at the same place and time.
4. The Samples of text books to be printed can be seen during office time in the Office of the **Assist. Secretary/Incharge, Publication**, Block A, 6th floor, Punjab School Education Board, S.A.S. Nagar. on any working day till one day prior to the closing date.
5. Bid Document can be downloaded from the website <http://eproc.punjab.gov.in> or from Board's web site www.pseb.ac.in
6. Financial Bids shall be opened of only technically qualified bidders.
7. Bids shall remain valid up to the period specified in the "Brief Information on Bid document" in Section-I. Any Bid shown to be valid for a shorter period than the period specified shall be summarily rejected by the Chairman, Punjab School Education Board treating as non- responsive.
8. In case of dispute of any kind, Board and the supplier shall make every effort to resolve the dispute amicably by direct informal negotiations and if after such negotiations they are unable to resolve the dispute amicably then either party may require that the dispute be referred for resolution to the formal

mechanism specified in clause 23 (iii) of section 7 for arbitration. Only after the decision of arbitration, either party can approach the court of law. And for this purpose, the legal jurisdiction will be at SAS Nagar (Punjab) only.

9. The Board's Address is :—

Assist. Secretary/Incharge Publication,
Phase – 8, Vidya Bhawan
Punjab School Education Board,
SAS Nagar-160062
Email:publication@pseb.ac.in & publicationpseb400@gmail.com
Website www.pseb.ac.in
Phone No 0172-5227184
Fax No. 01725227185

SECTION- 2
INVITATION FOR BIDS

Secretary, Punjab School Education Board invites online bids, complete in all respects as per tender documents from the eligible bidders for the printing and supply of text books with paper, for the Classes 1st to 12th for academic session 2020-21, as specified below in Table-A.

Table-A

Sr. No.	Class-Title of Book (Language) P-Punjabi H-Hindi E-English S- Sanskrit	Size (in Cm)	Colour	No. of pages (excluding 4 cover pages)	Quantity		
					Sale	SSA/ DWO	Total
1.	01-> PUNJABI PUSTAK (P)	58x84/8	4	144	69200	161000	230200
2.	01-> HINDI PUSTAK (H)	58x84/8	4	64	14100	5000	19100
3.	01-> RAINBOW ENGLISH (E)	58x84/8	4	120	37300	163000	200300
4.	01-> GANIT DI DUNIA (P)	58x84/8	4	176	18900	147000	165900
5.	01-> GANIT KI DUNIA (H)	58x84/8	4	176	8800	4400	13200
6.	01-> MATH WORLD (E)	58x84/8	4	176	31000	16000	47000
7.	02-> PUNJABI PUSTAK (FIRST LANGUAGE) (P)	58x84/8	4	128	66200	167000	233200
8.	02-> HINDI PUSTAK (H)	58x84/8	4	88	29200	6200	35400
9.	02-> RAINBOW ENGLISH (E)	58x84/8	4	132	48200	168000	216200
10.	02-> GANIT DI DUNIA (P)	58x84/8	4	180	26600	157000	183600
11.	02-> GANIT KI DUNIA (H)	58x84/8	4	180	12400	4200	16600
12.	02-> MATH WORLD (E)	58x84/8	4	180	36700	9200	45900
13.	03-> PUNJABI PUSTAK (P)	58x84/8	4	112	79200	190000	269200
14.	03-> HINDI PUSTAK (H)	58x84/8	4	112	34600	7000	41600
15.	03-> RAINBOW ENGLISH (E)	58x84/8	4	96	50000	189000	239000
16.	03-> MERI DUNIYA (H)	58x84/8	4	132	10900	3800	14700
17.	03-> MERI DUNIYA (P)	58x84/8	4	132	27000	185000	212000
18.	03-> MY WORLD (E)	58x84/8	4	132	36900	5600	42500
19.	03-> GANIT DI DUNIA (P)	58x84/8	4	224	25100	185000	210100
20.	03-> GANIT KI DUNIA (H)	58x84/8	4	224	13600	1800	15400
21.	03-> MATH WORLD (E)	58x84/8	4	224	38200	6700	44900
22.	04-> PUNJABI PUSTAK (FIRST LANGUAGE) (P)	58x84/8	4	140	75100	193000	268100
23.	04-> PUNJABI PUSTAK (SECOND LANGUAGE) (P)	58x84/8	4	72	55100	5600	60700
24.	04-> HINDI PUSTAK (H)	58x84/8	4	112	33300	6000	39300
25.	04-> AAO HINDI SEEKHE (H)	58x84/8	4	64	25900	194000	219900
26.	04-> RAINBOW ENGLISH (E)	58x84/8	4	104	48400	198000	246400
27.	04-> MERI DUNIA (H)	58x84/8	4	176	12200	3700	15900
28.	04-> MERI DUNIA (P)	58x84/8	4	176	38900	189000	227900
29.	04-> MY WORLD (E)	58x84/8	4	172	38400	5800	44200
30.	04-> GANIT DI DUNIA (P)	58x84/8	4	228	20200	190000	210200
31.	04-> GANIT KI DUNIA (H)	58x84/8	4	228	12700	3300	16000
32.	04-> MATH WORLD (E)	58x84/8	4	228	39500	5600	45100
33.	05-> HINDI PUSTAK (FIRST LANGUAGE) (H)	58x84/8	4	112	46700	5800	52500
34.	05-> AAO HINDI SEEKHE (H)	58x84/8	4	96	62100	199000	261100
35.	05-> RAINBOW ENGLISH (E)	58x84/8	4	132	85800	203000	288800
36.	05-> PUNJABI PUSTAK (FIRST LANGUAGE) (P)	58x84/8	4	156	76000	200000	276000
37.	05-> PUNJABI PUSTAK (SECOND LANGUAGE) (P)	58x84/8	4	80	70100	4500	74600

Sr. No.	Class-Title of Book (Language) P-Punjabi H-Hindi E-English S- Sanskrit	Size (in Cm)	Colour	No. of pages (excluding 4 cover pages)	Quantity		
					Sale	SSA/DWO	Total
38.	05-> MERI DUNIA (H)	58x84/8	4	184	16000	4200	20200
39.	05-> MERI DUNIA (P)	58x84/8	4	184	35200	187000	222200
40.	05-> MY WORLD (E)	58x84/8	4	184	71400	5600	77000
41.	05-> GANIT KI DUNIA (H)	58x84/8	4	244	18400	4500	22900
42.	05-> GANIT DI DUNIA (P)	58x84/8	4	246	34000	194000	228000
43.	05-> MATHE WORLD (E)	58x84/8	4	244	61600	5700	67300
44.	06-> PUNJABI PUSTAK (FIRST LANGUAGE) (P)	71x102/16	4	104	69400	194000	263400
45.	06-> PUNJABI PUSTAK (SECOND LANGUAGE) (P)	71x102/16	4	72	58900	6900	65800
46.	06-08-> PUNJABI VYAKARAN TE LEKH RACHNA (P)	71x102/16	2	128	77800	204000	281800
47.	06-> HINDI PUSTAK (H)	58x84/8	4	120	31100	3700	34800
48.	06-> AAO HINDI SEEKHE (H)	58x84/8	4	96	33700	197000	230700
49.	06-> ENGLISH READER (E)	58x84/8	2	88	62000	194000	256000
50.	06-> ENGLISH GRAMMER AND COMPOSITION (E)	71x102/16	2	120	54500	194000	248500
51.	06-> GANIT (H)	58x84/8	2	352	19900	5300	25200
52.	06-> GANIT (P)	58x84/8	2	380	31500	178000	209500
53.	06-> MATHEMATICS (E)	58x84/8	2	324	72700	42700	115400
54.	06-> VIGYAN (H)	58x84/8	4	172	17200	5900	23100
55.	06-> VIGYAN (P)	58x84/8	4	172	14500	175000	189500
56.	06-> SCIENCE (E)	58x84/8	4	172	64000	41000	105000
57.	06-> SMAJIK VIGYAN (H)	58x84/8	4	240	18900	4500	23400
58.	06-> SMAJIK VIGYAN (P)	58x84/8	4	256	37800	185000	222800
59.	06-> SOCIAL SCIENCE (E)	58x84/8	4	204	46900	6600	53500
60.	06-> GEOMETRICAL DRAWING TE CHITARKALA (H)	71x102/16	4	104	22000	0	22000
61.	06-> GEOMETRICAL DRAWING TE CHITARKALA (P)	71x102/16	4	104	19100	118000	137100
62.	06-> SANSKRIT PUSTAK ()	71x102/16	2	80	7300	0	7300
63.	06-> COMPUTER SCIENCE (P)	58x84/8	4	104	16200	189000	205200
64.	06-> COMPUTER SCIENCE (E)	58x84/8	4	104	45900	9000	54900
65.	06-> KHETIBARI (P)	71x102/16	4	56	13100	45000	58100
66.	06-> HEALTH AND PHYSICAL EDUCATION (E)	58x84/16	1	56	12800	4100	16900
67.	06-> SWASTHYA OR SARIRAK SIKHYA (H)	58x84/16	1	60	23000	4100	27100
68.	07-> PUNJABI PATH PUSTAK (SECOND LANGUAGE) (P)	58x84/8	4	120	60900	6000	66900
69.	07-> PUNJABI PATH PUSTAK (FIRST LANGUAGE) (P)	58x84/8	4	128	55100	193000	248100
70.	07-> HINDI PUSTAK (FIRST LANGUAGE) (H)	58x84/8	4	144	21400	5600	27000
71.	07-> AAO HINDI SEEKHE (H)	58x84/8	2	112	48000	193000	241000
72.	07-> ENGLISH READER BOOK (E)	71x102/16	2	72	53400	191000	244400
73.	07-> ENGLISH GRAMMER AND COMPOSITION (E)	71x102/16	2	152	51000	187000	238000
74.	07-> GANIT (H)	58x84/8	2	336	18100	5700	23800
75.	07-> GANIT (P)	58x84/8	2	336	26900	185000	211900
76.	07-> MATHEMATICS (E)	58x84/8	2	320	65400	36000	101400
77.	07-> VIGYAN (H)	58x84/8	4	254	17800	5600	23400
78.	07-> VIGYAN (P)	58x84/8	4	248	19200	170000	189200
79.	07-> SCIENCE (E)	58x84/8	4	240	52000	26000	78000
80.	07-> SMAJIK VIGYAN (H)	58x84/8	4	344	13600	5000	18600
81.	07-> SMAJIK VIGYAN (P)	58x84/8	4	344	33600	182000	215600
82.	07-> SOCIAL SCIENCE (E)	58x84/8	4	344	29400	6000	35400
83.	07-> GEOMETRICAL DRAWING TE CHITARKALA (H)	71x102/16	4	100	15800	0	15800
84.	07-> GEOMETRICAL DRAWING TE CHITARKALA (P)	71x102/16	4	100	19000	120000	139000
85.	07-> SANSKRIT PUSTAK ()	71x102/16	2	88	8300	0	8300
86.	07-> COMPUTER SCIENCE (E)	58x84/8	4	112	37800	8000	45800
87.	07-> COMPUTER SCIENCE (P)	58x84/8	4	112	20400	191000	211400

Sr. No.	Class-Title of Book (Language) P-Punjabi H-Hindi E-English S- Sanskrit	Size (in Cm)	Colour	No. of pages (excluding 4 cover pages)	Quantity		
					Sale	SSA/DWO	Total
88.	07-> SEHAT TE SARIRAK SIKHYA (P)	58x84/16	1	60	29800	177000	206800
89.	07-> HEALTH AND PHYSICAL EDUCATION (E)	58x84/16	1	60	17600	6800	24400
90.	07-> SWASTHYA OR SARIRAK SIKHYA (H)	58x84/16	1	60	18000	5800	23800
91.	07-> KHETIBARI (P)	71x102/16	4	72	13900	44000	57900
92.	08-> PUNAJBI PUSTAK (FIRST LANGUAGE) (P)	58x84/8	4	136	55900	185000	240900
93.	08-> PUNAJBI PUSTAK (SECOND LANGUAGE) (P)	58x84/8	4	128	49000	7000	56000
94.	08-> HINDI PUSTAK (P)	58x84/8	4	152	15000	1500	16500
95.	08-> AAO HINDI SEEKHE (H)	58x84/8	4	128	35000	176000	211000
96.	08-> ENGLISH READER BOOK (E)	71x102/16	2	96	48800	184000	232800
97.	08-> ENGLISH GRAMMER AND COMPOSITION (E)	71x102/16	2	176	52600	183000	235600
98.	08-> SMAJIK VIGYAN (H)	58x84/8	4	320	12800	5400	18200
99.	08-> SMAJIK VIGYAN (P)	58x84/8	4	328	34700	169000	203700
100.	08-> SOCIAL SCIENCE (E)	58x84/8	4	312	31000	6400	37400
101.	08-> SEHAT TE SARIRAK SIKHYA (P)	58x84/16	4	68	21900	171000	192900
102.	08-> GEOMETRICAL DRAWNG TE CHITARKALA (P)			0	17200	114000	131200
103.	08-> GEOMETRICAL DRAWNG TE CHITARKALA (H)			0	25000	1400	26400
104.	08-> SANSKRIT PUSTAK ()	71x102/16	2	104	8300	2600	10900
105.	08-> KHETIBARI (P)	71x102/16	4	72	15800	47000	62800
106.	08-> GANIT (H)	58x84/8	2	294	14500	5200	19700
107.	08-> GANIT (P)	58x84/8	2	296	22800	180000	202800
108.	08-> MATHEMATICS (E)	58x84/8	2	284	64500	30000	94500
109.	08-> VIGYAN (H)	58x84/8	4	262	11200	5700	16900
110.	08-> VIGYAN (P)	58x84/8	4	258	16500	168000	184500
111.	08-> SCIENCE (E)	58x84/8	4	262	39000	25000	64000
112.	08-> COMPUTER SCIENCE (P)	58x84/8	4	128	18600	181000	199600
113.	08-> COMPUTER SCIENCE (E)	58x84/8	4	124	39600	8400	48000
114.	09-> HINDI PUSTAK (H)	58x84/16	1	232	30800	203000	233800
115.	09-> VANGI (P)	58x84/16	1	176	43700	209000	252700
116.	09-> SAHIT MALA (P)	58x84/16	1	128	33600	212000	245600
117.	09-10-> ADHUNIK PUNJABI VYAKARAN TE LEKH RACHNA (P)	58x84/16	1	348	25500	214000	239500
118.	09-> ENGLISH LITERATURE SUPPLEMENTARY (E)	58x84/16	1	64	32700	208000	240700
119.	09-> GANIT (H)	71x102/16	2	412	11700	4400	16100
120.	09-> GANIT (P)	71x102/16	2	412	30300	205000	235300
121.	09-> MATHEMATICS (E)	71x102/16	2	360	49000	28000	77000
122.	09-> VIGYAN (H)	58x84/8	4	266	12100	6300	18400
123.	09-> VIGYAN (P)	58x84/8	4	248	18200	198000	216200
124.	09-> SCIENCE (E)	58x84/8	4	224	45000	26000	71000
125.	09-10-> SANSKRIT BHARTI ()	71x102/16	2	163	6800	2600	9400
126.	09-10-> SWASTHYA OR SARIRAK SIKHYA (H)	58x84/16	1	96	16000	4400	20400
127.	09-10-> SEHAT TE SARIRAK SIKHYA (P)			0	13700	197000	210700
128.	09-10-> HEALTH AND PHYSICAL EDUCATION (E)	58x84/16	1	112	24800	6000	30800
129.	09-> COMPUTER SCIENCE (P)	58x84/8	4	188	20600	212000	232600
130.	09-> COMPUTER SCIENCE (E)	58x84/8	4	184	43000	7700	50700
131.	09-> CHITARKALA (P)	71x102/16	4	96	13200	24000	37200
132.	09-> KHETIBARI (P)	71x102/16	4	80	7400	23000	30400
133.	09-> SAMAJIK VIGYAN - I (H)	58x84/8	4	224	13400	5800	19200
134.	09-> SAMAJIK VIGYAN - II (H)	58x84/8	4	184	21200	6500	27700
135.	09-> SAMAJIK VIGYAN - I (P)	58x84/8	4	224	47800	205000	252800
136.	09-> SAMAJIK VIGYAN - II (P)	58x84/8	4	184	44400	220000	264400
137.	09-> SOCIAL SCIENCE - I (E)	58x84/8	4	224	24000	6600	30600

Sr. No.	Class-Title of Book (Language) P-Punjabi H-Hindi E-English S- Sanskrit	Size (in Cm)	Colour	No. of pages (excluding 4 cover pages)	Quantity		
					Sale	SSA/DWO	Total
138.	09-> SOCIAL SCIENCE - II (E)	58x84/8	4	180	32000	6500	38500
139.	10-> VANGI (P)	71x102/16	2	132	58000	199000	257000
140.	10-> SAHIT MALA (P)	71x102/16	2	96	54100	187000	241100
141.	10-> ENGLISH LITERATURE (E)	58x84/16	1	48	58200	201000	259200
142.	10-> ENGLISH GRAMMER (E)	58x84/16	1	232	27200	185000	212200
143.	10-> GANIT (H)	71x102/16	2	408	16000	5800	21800
144.	10-> GANIT (P)	71x102/16	2	408	38000	192000	230000
145.	10-> MATHEMATICS (E)	71x102/16	2	368	53000	13000	66000
146.	10-> SMAJIK SIKHYA - I (H)	71x102/16	1	304	14000	5800	19800
147.	10-> SMAJIK SIKHYA - I (P)	71x102/16	1	312	35000	193000	228000
148.	11-> SMAJIK SIKHYA - II (P)	71x102/16	1	212	33000	193000	226000
149.	10-> COMPUTER SCIENCE (P)	58x84/8	4	172	21500	202000	223500
150.	10-> COMPUTER SCIENCE (E)	58x84/8	4	172	48700	5200	53900
151.	10-> CHITARKALA (P)	71x102/16	4	112	15500	24400	39900
152.	10-> MECHANICAL DRAWING (P)	71x102/16	2	100	20000	46400	66400
153.	10-> VIGYAN (P)	58x84/8	4	316	38500	198000	236500
154.	10-> HINDI PUSTAK (H)	71x102/16	1	200	26800	185000	211800
155.	10-> HINDI VYAKARAN TE MANAK RACHNA (H)	71x102/16	1	208	44500	192000	236500
156.	10-> KHETIBARI (P)			0	11900	25000	36900
157.	10-> GREH VIGYAN (P)	71x102/16	1	152	5600	3600	9200
158.	11-> LAJMI PUNJABI (P)	71x102/16	1	224	2600	156000	158600
159.	11-> PUNJABI BHASHA BODH (SAHIT BODH) (P)	58x84/16	1	64	14000	12800	26800
160.	11-> A PRACTICE BOOK OF ENGLISH (E)	58x84/16	1	336	4600	3500	8100
161.	11-> VATAVARAN SIKHYA (P)	58x84/8	4	148	25000	151000	176000
162.	11-> ENVIRONMENT STUDIES (E)	58x84/8	4	122	0	8900	8900
163.	11-> HINDI PUSTAK (H)	71x102/16	2	232	14600	3300	17900
164.	11-> A PENORMA OF LIFE (P)	71x102/16	1	172	9100	148000	157100
165.	11-> COMPUTER SCIENCE (P)	58x84/8	4	140	20800	164000	184800
166.	11-> COMPUTER SCIENCE (E)	58x84/8	4	140	26700	3400	30100
167.	11-> PHYSICS - I (E)	58x84/8	4	236	10000	6000	16000
168.	11-> PHYSICS - II (E)	58x84/8	4	188	10000	6000	16000
169.	11-> MATH (E)	58x84/8	2	384	12000	8000	20000
170.	11-> CHEMISTRY - I (E)	58x84/8	4	264	10000	8000	18000
171.	11-> CHEMISTRY - II (E)	58x84/8	4	176	9000	8000	17000
172.	11-> BIOLOGY (E)	58x84/8	4	346	9000	4000	13000
173.	11-> BHUGOL (P)	71x102/16	4	304	8700	2800	11500
174.	12-> LAJMI PUNJABI (P)	71x102/16	1	224	0	121000	121000
175.	12-> AAP BEETIAN (P)	71x102/16	1	112	21000	11000	32000
176.	12-> SAHIT BODH - II (P)	58x84/16	1	168	16800	11000	27800
177.	12-> THE LITERARY PATELS (E)	58x84/16	1	144	4900	0	4900
178.	12-> PRIDE AND PREJIDENCE (E)	71x102/16	2	224	2600	0	2600
179.	12-> HINDI PUSTAK (H)	71x102/16	2	192	10800	3200	14000
180.	12-> COMPUTER SCIENCE (P)	58x84/8	4	132	19000	141000	160000
181.	12-> COMPUTER SCIENCE (E)	58x84/8	4	128	17000	0	17000
182.	12-> VATAVARAN SIKHYA (P)	58x84/8	4	188	9000	132000	141000
183.	12-> ENVIRONMENT STUDIES (E)	58x84/8	4	180	0	7000	7000
184.	12-> A RAINBOW OF ENGLISH (E)	71x102/16	1	176	0	127000	127000
185.	12-> PHYSICS - I (E)			0	0	7000	7000
186.	12-> PHYSICS - II (E)			0	0	7000	7000
187.	12-> BIOLOGY (E)			0	0	3000	3000

Sr. No.	Class-Title of Book (Language) P-Punjabi H-Hindi E-English S- Sanskrit	Size (in Cm)	Colour	No. of pages (excluding 4 cover pages)	Quantity		
					Sale	SSA/DWO	Total
188.	12-> GANIT - I (E)	71x102/16	2	292	0	8000	8000
189.	12-> GANIT - II (E)	71x102/16	2	344	0	8000	8000
190.	12-> CHEMISTRY - I (E)			0	0	7000	7000
191.	12-> CHEMISTRY - II (E)			0	0	7000	7000
192.	12-> BHUGOL (P)	58x84/8	4	332	6500	0	6500
193.	11-12-> ENGLISH GRAMMER AND COMPOSITION (E)	71x102/16	2	332	0	75000	75000
194.	12-> MADH KALEEN PUNJABI KAAV JHALKA TE ITIHAS (P)	71x102/16	1	208	16000	11000	27000

Time limit for printing and supply of books will be start from the date of work order upto 90 days . All titles of books are to be printed and supplied in one lot will be preferred.

NOTE: - The Board has the right to delete any title or increase/decrease the quantity of text books or the pages of text books at any stage and in that case payment will be made proportionately.

***New Books**

Trimmed Size

1. 58X84/08 = 20 Cm X 27 Cm
2. 58X84/16 = 13.75 Cm X 19.5 Cm
3. 71X102/16 = 17 Cm X 24 Cm

SECTION -3

INSTRUCTIONS TO BIDDERS

3.A. INTRODUCTION

1. Scope of Bid

- i) Chairman, Punjab School Education Board is the final competent authority to approve the tender and will also be the supreme authority for all issues related to the tender. The PUBLICATION COMMITTEE is the recommending authority with regard to finalization of the rates at which the work is to be finally assigned to the successful bidders and thereafter, subsequent powers in all respects will rest with the **Chairman, Punjab School Education Board, Punjab**, for execution of the present job/additional/subsequent, orders.
- ii) Punjab School Education Board, hereinafter referred to as the PSEB, issues these Bidding Documents for the supply of Goods and Related Services incidental there to as specified in Section 5, Schedule of Requirements and Specifications.
- iii) Throughout these Bidding Documents:
 - (a) The term “in writing” means communicated in written form by post/email and fax.
 - (b) If the context so requires, “singular” means “plural” and vice versa and “day” means calendar day.

2. Financial Capability

The office hereby declares that it has the financial capacity to get the text books printed for which tenders (bids) have been issued. Criteria regarding the financial eligibility of the firms have been specified in Section 4 here with.

3. Eligible Bidders

This invitation for bids is open for all eligible printers who have

their own set-up in India.

4. Eligible goods and Services

All goods to be supplied, ancillary services thereto, under the contract shall have their origin in India and all expenditures made under the contract will be limited to such goods and services.

5. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of Bid, and the PSEB will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. All bids from bidders must be accompanied with an earnest money for the amount mentioned in Section-1 of, Bidding Data Sheet; otherwise in no case the bid will be accepted.

3. B. BIDDING DOCUMENTS

6. Sections of the Bidding Documents

- i) The Bidding Documents consists of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any addendum/ corrigendum issued in accordance with Clause 8 of Section 3.B.

Part 1: Bidding Procedures

- Section 1.0 Bidding Data Sheet
- Section 2.0 Invitation for Bids
- Section 3.0 Instructions to Bidders
- Section 4.0 Qualification Criteria
- Section 5.0 Schedule of Requirements and Specifications

Part 2 : SUBMISSION OF RATES

- Section 6.0 Bid Submission Form and Price Schedule.

Part 3: Contract

- i)
 - Section 7.0 Conditions of Contract
 - Section 8.0 Contract Forms
 - Form for Depositing :—

(a) Earnest money to be deposited online only
(b) Performance Security (Section 9)

- ii) The PUNJAB SCHOOL EDUCATION BOARD is not be responsible for any incomplete Bidding Documents and their addendum/ corrigendum, which is to be read in conjunction with clause 8 of Section 3B. In this regard the entire responsibility shall rest with the bidder to keep in touch with the concerned authorities as well as the website of the PSEB.
- iii) The Bidder is bound to minutely go through and examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish any of the required information or documentations as specified in the tender document or any compliance or instructions in any manner, if even communicated otherwise may result in the rejection of the bid.

7. Submission of suggestions:

The bidders have to furnish the UTR/RTGS number of receipt, on the submission time of suggestion/s. The suggestion can be submitted by willing bidder on the date shown in key dates (i.e.at..... AM) on the mail of office publicationpseb400@gmail.com. Consequence upon it, the valid suggestion/s will be included in the tender document/terms and conditions for applicability of tender, which will be uploaded on or before 12/12/2019 by the office.

8. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, the Punjab School Education Board may amend the Bidding Documents by issuing an addendum/ corrigendum on the Website only. No addendum/ corrigendum will be published in the news papers.
- ii) The amendment if any will be displayed on the Punjab School Education Board's website. The amendment will be binding on all the Bidders. Bidders are advised to keep themselves updated with the information displayed on the website of the Punjab School Education Board and the Punjab School Education Board shall not be responsible in case the bidder has not received such addendum/corrigendum in the manner stated above.
- iii) In order to afford Prospective Bidders, reasonable time for taking the amendment into account in preparing their Bid, the Punjab School Education Board may, at its discretion, extend the deadline

for the submission of Bids by giving extended date on website only.

3. C. PREPARATION OF BIDS

9. Language of Bid

The bid prepared by the bidder, as well as all correspondence and documents relating to the bid submitted by the bidder and the PSEB, shall be written legibly and clearly in English/Hindi/Punjabi language without any cutting/overwriting.

10. Documents Comprising the Bid

- i. The following documents, not submitted with the Bid, will be deemed to be the part of the Bid.

<i>Section</i>	<i>Particulars</i>
Section 1	Bidding Data Sheet/Notice Inviting Tender
Section 2	Invitation for Bids
Section 3	Instructions to Bidders
Section 4	Qualification Criteria
Section 5	Schedule of Requirements and Specifications
Section 7	Conditions of Contract
Section 8	Contract form

11. Bid Submission Form

The Bidder shall complete and submit the Bid Submission Form and Price Schedule by using the form furnished in Section 6 online.

12. Bid Prices

- i) The Bidder shall indicate on the bid submission form & Price Schedule, which includes the unit rate per 8 page format/ 16 page format by the bidder as per the financial Bid inclusive of cost of paper, all jobs, related services and all other taxes etc., which their firm proposes to supply under the contract. In case there is some mistake in the calculations, the least amount worked out by taking quoted Unit title price, total bid price shall be considered.
- ii) Price indicated on the Price Scheduled shall be entered separately taking into account clauses 12(iii) & 12(iv) mentioned below including the GST Sale Tax/Vat, Cess, Freight and other charge like loading/unloading, charges of F.O.R., Insurance etc. Thus the total price has to be quoted in lump sum.

- iii) **Bid Prices will not be adjusted for any unconditional or conditional discount offered by the Bidder and such bids are liable to the rejected for which the firm will be responsible and the Punjab School Education Board will not entertain any correspondence on this issue.**
- iv) Prices quoted by the Bidder will remain fixed during the Bidder's performance of the contract and not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

13. Bid Currencies

Prices shall be quoted in Indian Rupees only.

14. Documents Establishing Bidder's Eligibility and Qualifications

- i) The Bidder shall complete the Bid Submission Form included in Section 6.
- ii) The Bidder as per tender document shall provide documentary evidence as per Section 4 of firm's eligibility and qualifications to perform the contract to the PSEB's entire satisfaction.
- iii) The PSEB for ascertaining the capability of the bidder reserves the right to confirm by making physical inspection of the printers premises and verifying the original documents/record of the printer before opening of financial Bids and even afterwards if so desire.

15. Earnest Money

- i) Pursuant to Clause 10 of Section 3 the bidder shall furnish, as part of the bid, Earnest Money in the amount specified in the Bidding Data Sheet.
- ii) The Earnest Money is required to protect the PSEB against the risk of bidder's conduct which would warrant forfeiture of Earnest Money, pursuant to Clause 15(vii) of Section 3.
- iii) Earnest Money will be deposited online only.
- iv) Any bid from a Bidder, not found in accordance with Clauses 15 (i) and 15(iii) above will be summarily rejected by the PSEB as non-responsive, pursuant to Clause 22 of Section 3.
- v) The Earnest Money of unsuccessful bidders will be returned, as soon as possible, within 30 days, after the award of contract to the successful Bidders. However, in disputed cases, the PSEB shall not be bound to release the earnest money.

- vi) For the successful Bidder's, Earnest Money will be discharged upon the Bidder signing the contract form (as Section 8) and after furnishing the requisite performance security in the form of Bank Guarantee which will got verified by the PSEB pursuant to Clause 28 of Section 3.
- vii) **Earnest Money will be forfeited:**
 - (a) If a bidder does not accept his quoted rates and refuse to execute the job, then the earnest money deposited with the bid will be forfeited and firm can be blacklisted.
 - (b) In case of the successful Bidders fails:
 - (i) To sign the contract in accordance with Section 8
 - (ii) To furnish Performance Security in accordance with Clause 28 of Section 3.
 - (c) In case of fraudulent and corrupt practices as detailed in Clause 30.
 - (d) If a successful bidder has been found unable to or not equipped to executing the assigned job to the satisfaction of the Punjab School Education Board, which may affect & reflect and furnish the image of the Punjab School Education Board, the earnest money, if not released can be forfeited and Punjab School Education Board may allot the work to some other firm to be deemed fit to do the work in a stipulated period.

16. Period of Validity of Bids

- i) Bids shall remain valid for 1 year from the last date of submission of bid as specified in the Bidding Data Sheet. Any Bid shown to be valid for a shorter period than the period specified shall be rejected by the Punjab School Education Board as non-responsive.
- ii) In exceptional circumstances, the Punjab School Education Board may solicit the Bidder's consent to an extension of the period of Bid validity. The request and the responses thereto shall be made in writing. The Earnest Money provided under Clause 15 of Section 3C shall also be suitably extended in such case.

17. Format and Signing of Bid

- i) The Bidder shall submit separate bid.
- ii) Failure to abide by any of the instructions will make the bid liable to be rejected.

3D. SUBMISSION OF BIDS

18. Technical Bid (online): To be opened on the date & time as specified in the Bidding document.

- **Financial Bid (online):** After evaluation/finalization of technical bid the date will be given later on.

19. Deadline for Submission of Bids

- i) The Punjab School Education Board may, at its discretion, extend this deadline for submission of Bids without assigning any reason and the same will be displayed on the website of the PUNJAB SCHOOL EDUCATION BOARD.
- ii) **It shall be the responsibility** of the Bidders to ensure that the requisite to technical bid documents are completed in all respects and uploaded accordingly.

3 E. OPENING AND EVALUATION OF TECHNICAL BIDS

20. Opening of Bids by the Punjab School Education Board

- i) The Committee of the office of PSEB will open the online Technical Bids.
- ii) The Office will prepare minutes of the Bid Opening, including the information disclosed to those present in the meeting in accordance with Clause 22.(i) of Section 3E.
- iii) The evaluation of Technical Bids will commence after its opening and evaluation will be made with respect to Earnest Money, Qualification Criteria and other information furnished in DNIT. On the basis of such evaluation a list of the responsive bids will be drawn up. The Financial Bids of only those Bidders, who qualify in the evaluation of the Technical Bids, will be considered.
- iv) The Punjab School Education Board shall announce /inform the Bidders, whose Technical Bids are found responsive and according to the condition by law on the website of the Punjab School Education Board.
- v) The office shall prepare the minutes of the opening of the Financial Bids for its comparative rate etc.

21. Clarification regarding Bids

- i) To assist in the examining, evaluation and comparison of Bids, the office of Punjab School Education Board may, at its discretion, ask the Bidder for a written clarification of his/her Bid. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors, if discovered by the Punjab School Education Board in the Evaluation of the Bids,

in accordance with Clause 23 of Section 3E.

- ii) **Any attempt by any Bidder to influence the official's Bid Evaluation, Bid Comparison or Contract Award decision in any manner may result in summary rejection of its Bid and this will be treated as a fraudulent and corrupt practice and in such cases the earnest money of the firm will be forfeited besides any other action as deemed fit by the office.**

22. Responsiveness of Bids

- i) During the detailed evaluation of "Technical Bids", the office shall determine whether each Bid: (a) meets the eligibility criteria defined in Clauses 3 and 4 of Section 3, (b) has been properly signed; (c) is accompanied by the required Earnest Money; (d) meets the minimum criteria of Bidding document, and (e) is substantially responsive to all the requirements of the Bidding Documents. During the detailed evaluation of the "Financial Bids", the responsiveness of the Bids will be further determined with respect to the remaining Bid conditions, i.e., Schedule of Requirements and Specifications, Section-5 and all other conditions of the tender.
- ii) A substantially responsive "Financial Bid" is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation and meets all the requirements of the Punjab School Education Board as laid down in the relevant tender. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the Goods; (b) which limits in any substantial way, inconsistent with the Bidding Documents, the PUNJAB SCHOOL EDUCATION BOARD's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- iii) If a "Financial Bid" is not substantially responsive, it is deemed to be rejected by the Punjab School Education Board, and cannot subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation and the responsibility for the lapse in this connection will solely rest with the defaulter firm.
- iv) Provided that a Bid is substantially responsive, the Punjab School

Education Board may waive any minor non-conformities or omissions of the nature of discrepancies in the Bid that do not constitute a material deviation.

- v) Provided that a Bid is substantially responsive, the Punjab School Education Board may direct the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify the nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to timely comply with the direction will result in the rejection of its Bid. In this connection the order passed by the Chairman, Punjab School Education Board shall be final and binding upon the bidder.

23. Correction of Errors

- i) Bids determined to be substantially responsive will be checked by the Punjab School Education Board for any arithmetical error/s will be corrected by the Punjab School Education Board as follows:
 - (a) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
 - (b) Where there is a discrepancy between the unit title rate and the total cost resulting from multiplying the unit title rate by the quantity, the lower one will govern.
- ii) The amount stated in the Bid will be corrected by the Punjab School Education Board in accordance with the above procedure for removal of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest Money shall be forfeited in accordance with Sub-Clause 15(vii) of Section 3.
- iii) **The Purchase Committee may negotiate the rate with L-1 bidders only.**
- iv) **L-1 bidder has to do minimum 15% work of the total job.**
- v) **Board reserves the right to allot the work to L2,L3..... bidders at the same rate, as that of L-1 bidder.**

3F. AWARD OF CONTRACT

24. Award Criteria

- i) Before awarding the contract, the Punjab School Education Board will

evaluate the bids as per section-3E. If at any stage prior to opening the financial bids and even afterwards, it is found that any firm has indulged into corrupt de-railing the system or creating handle in office mater fraudulent practices as laid down in clause-29 of Section 3, the Punjab School Education Board shall have the discretion to reject the bid and to allot/redistribute the job to any other firm and such orders of the Chairman shall be conclusive and binding upon the defaulter bidder/firm.

- ii) The Chairman shall be the sole authority to issues or distribution the books for printing.
- iii) The Punjab School Education Board may in its discretion redistribute awards of contract to eligible bidder/s keeping in view the capacity/prior performance of the bidder/s, provided the bidder/s are agreed to match the lowest evaluated substantial responsive bid.
- iv) If there are two or more lowest successful bidders quoting equal rates for the same title/s, then the Chairman shall distribute the work to the firms who can do the work as soon as possible or equally between them.

25. Punjab School Education Board's Right to vary Quantities

- a) At the time of award of contract the Punjab School Education Board reserves the right to increase or decrease the quantity of goods by normally up to 25% (Twenty five) percent in each subsequent order from quantity originally specified in the Schedule of Requirements and Specification in respect of the additional quantity as per clause 27 of the Conditions of Contract. However in emergent situation, CHAIRMAN, Punjab School Education Board shall have the power to exceed the order even more than 20%, but on the rates approved by the PUBLICATION COMMITTEE by allowing extra time for execution of the job as deemed fit by him.
- b) The Chairman, Punjab School Education Board may extend/repeat the order in parts within the validity period of bids and even afterwards or get printed the books of the subsequent session/s on the approved rates on the same terms and conditions of the tender from the willing firms, who had executed the job of, printing and supply of books after approval of rates and in such cases the time period of printing and supply of books or its extension will also be decided by Chairman, Punjab School Education Board.

26. Office right to accept or reject any Bid or all the Bids

Chairman, Punjab School Education Board reserves the right to accept or reject any Bid and to annul the whole bidding process and may reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the office action.

27. Issue of Supply Orders

i) Prior to the expiration of the period of Bid Validity, the Punjab School Education Board will notify the successful Bidder, in writing through registered letter or Email or fax or on the website of the Board.

(fax/Email to be confirmed in writing through registered letter.),
that the firm's Bid has been accepted.

ii) The placement of work order/purchase order will be treated as the formation of contract.

iii) Upon the successful Bidder furnishing of Performance Security, pursuant to Clause 28 of Section 3 the Punjab School Education Board will promptly notify each unsuccessful Bidder and will discharge his/her Earnest Money, pursuant to Clause 15(v) of Section 3.

iv) Successful Bidders will complete the delivery of awarded text books within 90 days from the issues of allotment of the work. This stipulated down can be vary to the reducing side in view of urgency of text book. The time period will start from the date of issue of final proofs. The responsibility for getting in time clearance of proofs from the office shall rest exclusively with the printer. It is the responsibility of the Printer to collect the CD's and all other relevant material necessary for starting the job of printing from the office, immediately after receipt of supply order.

v) The firms have to submit:-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

specimen copies of each title in the beginning as soon as the books are ready for delivery, the firm will inform the Publication Branch through fax/email/regd. post. No book is to be delivered till the approval of text paper from the office.

vi) **Supplying of Distribution List:** The distribution list of books to be supplied at District Level will be provided to the printer by the office and it is the responsibility of the printer to collect the same.

28. **Signing of contract and depositing of performance security**

- i) At the same time as the Punjab School Education Board notifies the successful bidder that the firm's Bid has been accepted, the Punjab School Education Board will send the bidder the Contract Form provided in Section 8 of the bidding documents.
- ii) Within Ten (10) days of issuance of the supply order, the successful bidder shall sign and submit the contract as per section 8 and positively return it personally to the Punjab School Education Board and also deposit the performance security for an amount @ 10% of the contract value failing which a penalty @ Rs. 10,000/- per day for the next three days will be imposed. After that, action as deemed fit by the Punjab School Education Board including forfeiture of the earnest money or also blacklisting the firm and to assign the job to the next eligible and willing firm or also to enhance the amount of penalty can be taken. Such order of The Chairman Punjab School Education Board will be final and binding upon the firm.
- iii) Failure of the successful bidder to comply with the requirement of Clause 28 and 29 of Section 3 shall constitute sufficient grounds for annulment of the award and forfeiture of the earnest money, in which event, the Punjab School Education Board may assign the award to one of the next lowest Evaluated Bidders willing to execute the job or call for new Bids.

29. **Corrupt or Fraudulent Practices**

- i) The Punjab School Education Board requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, Prevention of Corruption Act, 1988.
- ii) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

- iii) “Fraudulent practice” means misrepresentation of facts in order to influence a procurement process or the execution of a contract which is detrimental to the Punjab School Education Board and include collusion practice among Bidders (prior to or after Bid submission) designed to establish bid price at artificial, non competitive levels and to deprive the Punjab School Education Board of the benefits of free and fair competition.
- iv) If in any case it is found that a firm has tried to cheat or create hurdle in printing of books of the PSEB by using sub-standard paper or any other material intentionally or in any other way, such cases will also be treated with in the ambit of fraudulent practices, and penalty is to be imposed as per provision of Section-11 of the tender.
- v) If at any stage, it is found that a particular firm has misrepresented/ concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.

30. Any point not covered under the Terms & Conditions of the tender

For any point not covered under the provisions of the tender, Chairman, Punjab School Education Board, Punjab shall be the final competent authority, whose orders in this regard shall be final and binding upon the bidders.

SECTION – 4

QUALIFICATION CRITERIA

(Refer to in Clause 14 (ii) of ITB)

1. The printer must have an annual turnover relating to printing of text books of Rupees Two Crore (2 crores) collectively average during the past three years i.e. financial year 2016-17, 2017-18 and 2018-19. The bidder should furnish self attested photocopies of the Balance Sheet duly audited by the Chartered Accountant.
2. The bidder must have executed minimum one printing job valuing not less than the only Rs. Thirty lakhs during the last three years for printing and binding of text books for any one institution in one academic year. In this regard, the bidder should submit satisfactory performance certificate from concerned authorities to whom the text books have been supplied during 2016-17, 2017-18 and 2018-19. No other job/work of printing shall be considered for technical evaluation of bids.
3. The bidder must have at least three years experience in printing and binding of text books. The bidder should submit Experience Certificate of having satisfactorily completed the supply order during the last three years i.e. financial year 2016-17, 2017-18 and 2018-19.
4. The bidder must deposit (online) Rs 10 lacs as earnest money .
5. The bidder must have the required machinery as given below:-
 - (A) **Category-I for Four Colour books**
 - a) Two No. Four-Colour Web or Sheet Fed Offset Printing Machine.
 - (b) Two No. Two Colour Web or Sheet Fed Offset Printing Machine.

- (c) Full-fledged Plate-Making Unit
- (d) Three Trimming/Cutting Machines
- (e) Full-fledged Binding Unit with one Automatic Centre Stitching Machine and at least one perfect Binding Machine of 3 clamps.

5.B For one and two colour books machinery :

It is expected that bidder/printer has all kinds of one and two colour machinery but if he fails to do so, it is essential to take an undertaking for his willingness/binding from the other printer who has all type of one and two colour machinery, it is the sole responsibility of the bidder to complete the assignment of the PSEB in time. If bidder will not furnish this undertaking, he will be not eligible as the bidder.

Note: List of machinery must also be attached in sequence.

6. The bidder firm must also submit undertaking regarding following points on the letter head pad to the effect:-

“That I/we have read and understood all the terms & conditions given in the Tender Documents and our firm fulfills the eligibility criteria for executing the job and information furnished in the bidding documents is correct to the best my/our knowledge and our firm will strictly act in accordance with terms & conditions of the tender and instructions of the Punjab School Education Board.

The Firm possesses sufficient (store) space for the safe storage of paper required for the printing of the text books and storage of the printed material.

That our firm is not currently Blacklisted or disqualified for the Printing & Supply of Text Books/Any publication work or involved in fraud with any Board/University/NCERT, New Delhi, Any Text Books Printing Board/Agency/Any Semi Govt. /Govt. Board /State Govt.

That we shall supply the quantity of text books as shown in Table ‘A’ of Section 2.

- (e) That we shall supply the text books within the prescribed schedule mentioned in the Tender document from the date of receipt of Print Order. We accept the Clause 14 of Section-3 of Terms & Conditions for printing of text books as mentioned in the Tender Document. We also agree to the condition if text books are not supplied as per the terms and conditions of the tender, PSEB will be at liberty to forfeit our EMD/Performance Security and to impose the penalty as deemed fit by the CHAIRMAN, Punjab School Education Board.
- (f) The Bid shall remain valid for 1 year initially from the last date of submission of bid. The Board authority may consider the contract to be

- (g) extended for supplementary books for the years 2020-21 and the next academic session (2020-21) by considering the good performance of the bidders upto the satisfaction of the office.
- (h) That our firm is capable of procuring the text paper from Mill.

(Specification of paper as per BIS 1848:2007 of maplitho printing paper 70 GSM virgin pulp for text books with water mark of the Mill or Board (at every 8") and must Tensile index CD:20, MD:30 (Minimum), Opacity 80 (Minimum) Cobb 25 (Maximum) Was pick: No pick on 10A, Brightness : 80%, Smoothness(Bendtsen) : 280 ml/min (Maximum), Tear Index CD:4.0 MD:3.5 (Minimum) confirm to all BIS parameters/specifications. (amended upto date)

(specification of cover paper as per BIS 4658 :1998 (amended up to date) Art paper of 175 GSM virgin pulp for text books and must confirm to all parameters/specifications.

Note:-Text paper must be of uniform formation with fair smoothness on both sides and reasonably free from specks, sieves, holes and other blemishes and the paper must conform to all the parameters and criterion, as laid down by the Bureau of Indian Standard for the above types of paper.

- (h) That our firm has submitted a credit worthiness certificate on the letterhead of the Bank from(Name of the Bank) of Rs. which is equivalent to the amount of tender value / proposed contract assuring financial assistance for purchasing paper and executing the job smoothly and successfully without any financial hurdle.

Note: - The credit worthiness certificate value Rs 5 Crore is mandatory for ever bidders.

- (i) That our firm will execute all jobs such as printing, binding, cutting, packing, lamination etc. and all infrastructures required can be arranged in area available with the firm.
- (j) That our firm shall not be entitled to make any claim, whatsoever against the PSEB arising out of the contract nor we shall be entitled for getting entertained any claim for consideration before the PSEB and we shall honour the decision of the Chairman.
- (k) That our firm has attached a self attested certificate along with attested photo copies of Press Registration Certificate, Declaration U/S 4 of the Press & Registration of the books as per Act-1867, certificate regarding Registration and License to Work as Factory, and self attested photo copy regarding **ISO Certification of the Firm (if firm ISO certified).**

In case, at any stage, any of the information is found to be incorrect/false or concealed or our firm does not act according to the requirements of the tender, the PSEB will have every right to take any action against me/us my/our firm

including registration of a criminal case against the firm or proprietors.

Deponent

VERIFICATION:

That the information given by me/us our firm is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Date.....

Place.....

(Name with Stamp)

SECTION - 5

SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

I. PAPER QUALITY & SPECIFICATIONS

(Specification of paper as per BIS 1848:2007 of maplitho printing paper 70 GSM virgin pulp (wood based/agro based) and must Tensile index CD:20, MD:30 (Minimum), Opacity 80 (Minimum) Cobb 25 (Maximum) Was pick: No pick on 10A, Brightness :80, Smoothness(Bendtsen) : 280ml/min (Maximum), Tear Index CD: 4.0 MD:3.5 (Minimum) for text books with water mark of the Mill or Board (at every 8"). In this regard intimation will be provided on or before the agreement and must confirm to all BIS parameters/specifications. (amended upto date)

(specification of cover paper as per BIS 4658 :1998 (amended up to date) Art paper of 175 GSM virgin pulp for text books and must confirm to all BIS parameters/specifications.

Note:-Text paper must be of uniform formation with fair smoothness on both sides and reasonably free from specks, sieves, holes and other blemishes and the paper must conform to all the parameters and criterion, as laid down by the Bureau of Indian Standard for the above types of paper.

II. SAMPLE OF PAPER

All the Printers or Bidders must have to use the text-paper produced from the mill whose actual production capacity is minimum of **65,000 metric tons** per annum. To support this, all the printers or bidders must produce the production capacity certificate of the concerned paper mill issued by the Excise Department or from another equivalent competent authority. For cover paper mill's actual production capacity must be minimum of **50,000 metric tons** per annum. To support this, all the printers or bidders must produce the production capacity certificate of the concerned paper mill issued by the Excise Department or from another equivalent competent authority or issued by the authorized distributor of the concerned paper mill having an experience for supply of minimum 5000 Metric Tons paper per year for the last three consecutive financial years against of any state. Moreover an affidavit must produce by the printer and paper mill are not blacklisted from any government department, neither mill is involved in any sort of financial scam and no FIR has been registered/no police enquire pending under its name in the form of affidavit as prescribed in section 17. However, bidder or printer can take undertaking from as many paper mills as required for the supply of paper.

- a) All the bidders are required to attach 10 (ten) full sheets (folded) of samples of Text Paper and cover paper to be used in the printing of text books with the Technical Bids duly certified with the stamp & seal of Govt. lab including stamp & seal of paper mill as well as of the stamp & seal, signature of

concerned bidder/printer for requisite specification of paper as laid down by the Bureau of Indian Standards.

- b) **Before making the final payment the office may also seek confirmation from the concerned paper mill by sending these samples, other samples drawn during work in progress and the finished goods so as to ensure the correct and prescribed use of Text Paper by the printer. No printer in any case will use the text paper other than that samples submitted by its firm and duly approved by the Punjab School Education Board otherwise a very serious view by treating the matter under fraudulent practices will be taken. The Punjab School Education Board reserves the right to inspect the printing process and also quality of text books at any time. It is the responsibility of the printer to intimate at once the printing of text books is over.**
 - c) The bidder shall submit the willingness letter for inner and cover paper as required in section 5 (II).
 - d) **The Board authority has reserved right to inspect the paper sample if any doubt on quality of paper or complaint receive with fact as to be submitted manually against this tender. The payment in this regard will be borne by the respective bidder.**
- III. The books containing up to 128 pages should be center stitched, by wire at 2 places while the books containing more than 128 pages are to be bound by Perfect Binding Machine without end leaves.
- IV. The trimmed sizes of text books should be as per sizes prescribed in the tender.

V. Submission of proofs

The printer shall get approval for the computerized printouts of the complete **text matter of the text books** and its colour within five days from the date of receipt of MSS/CD of the text books in one go duly stitched and bound. **All the four colour pages must be printed on 4 color machines for the exact quality of outcome the colours.**

VI. Display of Printer's name, GSM of the Text paper and the names of the Mill/s.

All printers are bound to mention the names of paper Mill/s along with GSM of Text paper used in the printing of books along with name and address of the firm on the back of the first prelim page. The printers will get approved the proof pages in this respect along with the other proof of the text matter.

VII Packing procedure for delivery of Text Books:

Title wise set of books should be packed and to be wrapped in craft paper tied with plastic strip from four sides. A slip will be pasted on the bundle containing book name, class, nos of books, rate and name of printer in a packet weight up to 10 kg only. Supply should be in one go, per title at each delivery point as per the list to be informed by the office later on. It will be better for bidders to collect the contact numbers and mail id of the Dist. Manager/Dy. Manager of the concerned Regional officials for smooth delivery of books.

- VIII** Printed Books are to be delivered at District Level office of PSEB or its nearer place in the State of Punjab (list will be provided at the time of allotment of work to the successful printers.)

SECTION -6

BID SUBMISSION FORM AND PRICE SCHEDULE

(Referred to in Clause 14)

To,

**SECRETARY, PUNJAB SCHOOL EDUCATION BOARD,
Sector-62,
S.A.S. Nagar, (Mohali).**

Sir,

Having examined the Bidding Documents including Addenda No's....., the receipt of which is hereby duly acknowledged, we, the undersigned, undertake and offer to supply and deliver.....

Further. We undertake that, if our bid is accepted, we will deliver the goods as per specifications and in accordance with the delivery schedule specified in the Schedule of Requirements and Specifications.

If our bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% of the Contract Price for the due performance of the Contract, in the form prescribed by the **Punjab School Education Board** valid up to and submit the same within 3 days along with the contract form.

I/We agree to abide by this Bid for the Bid validity period of days from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

I/We agree that the following documents are deemed to be the part of the Bid.

Section	Particulars
Section 1	Notice inviting Tender/Bidding Data Sheet
Section 2	Invitation for Bids
Section 3	Instruction to Bidders
Section 4	Qualification Criteria
Section 5	Schedule of Requirement and specification
Section 6	Condition of Contract

The placement of work order/purchase order shall constitute a binding Contract between parties.

I/We undertake that, in competing for and for execution of the contract if allotted (and, if the award is made to me/us, in executing) the above contract, we will strictly observe the laws against fraud and corruption as in force in India namely "Prevention of Corruption Act 1988".

I/We hereby certify that I/We have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the lowest/ to accept any bid or you may receive and you reserve the right to reject any bid/all bids without assigning any reason to me/us.

I/We attach here with an undertaking confirming that the information furnished in the Bid is correct to the best of my/our knowledge and belief.

I/We clarify/confirm that I/We at the movement fulfill all the eligibility requirements as per Clause 3 and 4 of the bidding documents.

Dated thisday of.....2020...

(Signature)

Duly authorized to sign Bid for and on behalf of

(Name in full)

Seal of the firm

Mobile No. _____

CONDITIONS OF CONTRACT

INDEX		PAGE NO.
1.	Definitions	
2.	Contract Documents	
3.	Entire Agreement	
4.	Specification and Standards	
5.	Patent Rights	
6.	Performance Security	
7.	Inspections and Tests	
8.	Submission of Weekly Work Progress Report	
9.	Packing and Documents	
10.	Delivery and Documents	
11.	Insurance	
12.	Incidental Services	
13.	Warranty	
14.	Terms of Payment	
15.	Prices	
16.	Contract Amendment	
17.	Assignment	
18.	Delay in the Supplier's Performance	
19.	Termination for Default	
20.	Force Majeure	
21.	Termination of Insolvency	
22.	Work Order	
23.	Resolution of Disputes	
24.	Governing Language	
25.	Notices	
26.	Taxes and Duties	
27.	Additional Order/Repeated Order and Extension of Tenure of the Tender	
28.	Any point not covered under the terms & conditions of the tender	

SECTION - 7
CONDITIONS OF CONTRACT

1. Definitions

In this contract, interpretation of terms will be as follows:—

- (a) “the contract” means the agreement entered into between the PUNJAB SCHOOL EDUCATION BOARD and the printer/Supplier, as recorded in the Contract Form signed by the parties, including the printer/supplier with all the attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “Contract Documents” means the documents listed in the Contract, including any amendments thereto.
- (c) “Contract Price” means the price payable to the Printer/Supplier, as specified in the Contract, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- (d) “Day” means calendar day.
- (e) “Completion” means the fulfillment of total supply of SSA/DWO/SALE text books as per specifications, by the Supplier at all the District Level in Punjab as per distribution list and in accordance with the terms and conditions set forth in the Contract and the instructions given from time to time, to the entire satisfaction of the Punjab School Education Board.
- (f) “COC” means the Conditions of Contract.
- (g) “Goods” means all of the commodities and/or other materials that the Supplier is required to supply to the Punjab School Education Board under the Contract.
- (h) “The Punjab School Education Board” means the Punjab School Education Board, S.A.S. Nagar (Mohali) Punjab-160062.
- (i) “Related Services” and “Services” means services ancillary to the supply of the Goods, such as like loading and unloading, transportation and insurance, and any other incidental services and other obligations of the Supplier covered under the contract;
- (j) “Supplier” means the natural person, private or government entity, or a combination of the above and the printer whose Bid to perform the Contract has been accepted by the Punjab School Education Board and is named as such in the Contract.

02. Contract Documents

All documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole. Subject to the order of precedence set forth below.

- a) Contract
- b) Condition of Contract
- c) Schedule of Requirements and Specifications
- d) Bid Submission Form and Price Schedule
- e) Instructions to Bidders with District Co-ordination Centres.
- f) Notice inviting Bids
- g)(a) Bank Guarantee for Performance Security.
- (b) Supplier's under taking.

3. Entire Agreement

- i) The Contract constitutes the entire agreement between the Punjab School Education Board and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.
- ii) No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4. Specifications and Standards

The Goods supplied under this contract shall conform to the standards mentioned in the Specifications and standards mentioned in the Schedule of Requirements and Specifications.

5. Patent Rights

The Supplier shall indemnify the Punjab School Education Board against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in the country.

6. Performance Security

- i) Within 7 (seven) days, after the issue of the print order, the Supplier shall furnish Performance Security along with contract form personally to the Punjab School Education Board for an amount equal to 10% of the contract value which will be valid up to In disputed cases, it will be at the discretion of the Chairman, Punjab School Education Board to extend the period. It will be the responsibility of the firm to collect the order letter, CD, MSS, Positive etc. within the stipulated period personally, otherwise such period shall be counted as delay period and deductions shall be made as specified in penalty clause.
- ii) **Performance Security/any payment already lying with the Punjab School Education Board is not adjustable towards the performance**

Security of the present tender.

- iii) The proceeds of the Performance Security shall be payable to the Punjab School Education Board as compensation for any loss resulting from the Supplier's failure to complete his/her obligations under the contract to the entire satisfaction of the Punjab School Education Board and/or on account of deduction of the amount of penalties and/or on account of any act of the bidder as defined in corrupt and fraudulent practices.
- iv) The Performance Security shall be denominated in Indian Rupees and shall be in the form of a Bank Guarantee as per the prescribed Performa given in Section 9 issued by any of the Scheduled Bank.
- v) In the event of any contract amendment, the Supplier shall, within 3 (three) days of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the contract, as amended.
- vi) The Performance Security will be released only after the final payment of the bill or expiry of the validity period i.e., whichever is later.
- vii) For any misuse of material supplied by the Punjab School Education Board or for use of any non prescribed/ sub-standard material by the firm shall result in forfeiture of the Performance Security and payment of the firm, in addition to any other action to be taken by the Punjab School Education Board, including black listing the firm and in accordance with provisions of the tender, as per law or as deemed fit by the **Chairman**, Punjab School Education Board. The **Chairman**, Punjab School Education Board may order registration of a criminal case against the firm in case of malafidity of the firm for such an act. The CD, MSS, Proofs, and positives of the text books will have to be returned to the Punjab School Education Board after supply of books. **No payment shall be made to the supplier until and unless the whole material as specified in this tender is returned to the Punjab School Education Board.**
- viii) If defective/short text books are found even after completion of job and within the validity period of performance security (i.e. up to), the penalty will be imposed as specified in the penalty clause.

7. Inspections and Tests

- i) The Punjab School Education Board reserves its right to inspect the prescribed material such as text paper, and other materials at any time after placement of order and during the work in progress and ask for the purchase vouchers and the orders placed with the relevant material manufacturing firms and other relevant documents.

- ii) The inspections of paper/text books under print may be conducted by the officers of Punjab School Education Board in the premises of the Printer/Supplier before delivery. The inspection conducted on the premises of the Printer/Supplier, all reasonable facilities and assistance, shall have to be furnished to the Staff at no charge to the Punjab School Education Board.
- iii) If at any stage any inspected Goods fail to conform to the specifications, the Punjab School Education Board has the every right to reject them and ask the Supplier to either replace the rejected goods or make all alterations necessary to meet specification requirements free of cost to the Punjab School Education Board, within a period of seven(7) days of intimating such rejection and the Punjab School Education Board will have also the every right to punish the firm in accordance with the provisions of tender, law or as deemed fit by the Punjab School Education Board, in addition to replacement of the defective books.
- iv) The Punjab School Education Board's right to inspect, where necessary, reject the books after the books arrival at the final destination shall in no way be limited or waived by reason of the books having previously been inspected, and passed by the Punjab School Education Board or its representative prior to the books dispatch from the place of printer/Supplier.
- v) Nothing in Clause 13 of Section-7 shall in any way release the Supplier from any warranty or other obligations under this contract.
- vi) The Punjab School Education Board reserves the right to inspect at the premises of the Supplier any time where the paper is stored to ascertain the use of prescribed paper and the Punjab School Education Board shall have also the right to check the documentary record of the firm.
- vii) The board team shall visit in the premises of printing press and paper mill at any time to check the actual progress of the books, in view of this if any premises, area or printing press/paper mill has been declared prohibited or restricted area during the running of work by the Govt. agency/office, shall not be eligible for this tender.
- viii) In addition the samples of paper provided by the printer with the technical bid and the paper used in the printing of text books will be sent to the concerned Mill as well as to the paper laboratory(ies) for confirmation regarding the specifications/ parameters of paper at the cost of the concerned printer.
- ix) The printer will have to submit ten leaves each of text paper bearing the complete parameters/specifications of the paper and duly stamped, dated & signed along with copy of paper purchase

- Invoice/Bills etc. before start of printing of text books.
- x) It is mandatory for all the firms to maintain a separate register from the date of receipt of consignment of the paper with regard to the paper account pertaining to the text books ordered by the Punjab School Education Board.
 - xi) The printer will submit photocopy of the paper purchase vouchers along with the bill of the firm and also detailed Account of paper purchased, showing therein :-
 - (i) The detail of order placed with the paper Mills, photocopies of the drafts etc vide which advance was paid to be kept in the record and proper register be maintained for inspection.
 - (ii) The quantity received showing the bill Nos. and date in each consignment.
 - (iii) The quantity consumed supported by calculation thereof.
 - (iv) The details of lot Nos. etc. of the paper used.
 - (v) Railway receipt, consignment note, challan Nos. of transport etc.

08. Submission of Weekly Work Progress Report.

All the printers are required to submit through fax / E-mail the weekly progress report on every Monday to Publication Branch, on prescribed Performa shown in Section 13 (attached with this tender), failing which the Punjab School Education Board will impose a penalty @ Rs. 5000/- for non receipt/delay in receipt of weekly report and this amount will be added on every week. After four weeks, the contract can be annulled.

9. Packing and Document

The packing of books should be as per specification laid down in Section 5. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the contract and subject to Clause 9 of Section-5, and in any subsequent instructions issued by the Punjab School Education Board.

10. Delivery and Documents

- i) **This tender is for the benefit of students. Time and date of delivery of the books of the prescribed specifications and quality thereof shall be the essence of the contract.**

Books are to be delivered at District Level of Punjab State (as per the distribution list supplied with the supply order).

The penalty will be imposed for late supply as given below :—

- a) 0.5% for 1 to 7 days.
- b) additional 1 % per day for 8 to 14 days.
- c) additional 1.5 % per day for 15 to 21 days.
- d) additional 2 % per day for 22 to 30 days.

For any unexcused delay beyond such period the **CHAIRMAN**, Punjab School Education Board will have the discretion to take any or all of the following actions:—

- ii) Forfeiture of its Performance Security and payment of bills.
- iii) Termination of the contract.
- iv) Blacklisting of the firm.
- v) Any other action as deem fit in view of circumstances by the Chairman. Delivery of the books shall be made by the Supplier in accordance with the terms specified in the contract/print order.
- vii) Within 24 hours of dispatch, the Supplier shall notify the Punjab School Education Board, the full details of dispatch and also supply the following documents and also intimate through fax as well as through registered post about the number of sets/text books supplied.
- viii) The whole lot of sets of SSA/DWO/SALE books is to be supplied in one lot within the scheduled period.
- ix) Supply will be taken subject to Lab Test verification.
- x) The following documents are to be attached with the bill:-
 - a. Copies of Supplier's Invoice showing goods description, quantity, unit and price.
 - b. Railway receipt/ consignment note/ original acknowledgement/ receipt of goods.
 - c. Supplier's Guarantee Certificate.
 - d. Inspection Certificate issued by the nominated inspection committee, where applicable.
 - e. Any other documents, if specified in the notification of award/contract or as per prior instructions of the Punjab School Education Board in writing.

11. Insurance

The books supplied under the contract shall be obligatorily got fully insured by the Supplier at his/her own cost against loss or damage incidental to supplier or acquisition, transportation, storage and delivery etc.

12. Incidental Services

- i) As specified in the Contract, the Supplier is required to provide any or all of the following services, including additional services:-
 - (a) Loading at point of dispatch
 - (b) Unloading at point of delivery
 - (c) Stacking in godown at point of delivery

- ii) No. additional costs will be borne by the Punjab School Education Board towards such services

13. Warranty

- i) The Supplier warrants that the books supplied under this contract are of the most recent/latest production. The Supplier further warrants that all books supplied under this contract shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied books. The supplier further warrants that no quantity of books has been printed beyond the quantity ordered by the Punjab School Education Board, under this contract. If any excess quantity has been printed, the same have been supplied to the Punjab School Education Board. The Punjab School Education Board is not bound to make extra payment for such excess books. **The printer will submit an undertaking in this regard.**
- ii) This warranty shall remain valid up to
- iii) The Punjab School Education Board /indenter shall promptly notify the Supplier in writing of any claims arising under this warranty.
- iv) If books supplied are found to be defective, it will be at the discretion of the Punjab School Education Board to get replaced such defective books free of cost allowing 10 days period besides imposing of the penalty as specified in the penalty clause. The defective books supplied by the printer will not be in any case returned to the printer being the property of the Punjab School Education Board and no claim whatsoever shall lie on the Punjab School Education Board for the replaced goods thereafter and decision of the **Chairman**, Punjab School Education Board, in this regard shall be binding upon the supplier.
- v) If the Printer, having been notified, fails to rectify the defect(s) within a reasonable/ stipulated period the Punjab School Education Board may proceed to take such remedial action as may be necessary at the Printer's risk and expense and without prejudice to any other rights which the Punjab School Education Board may have against the Printer under the contract as per law or as deemed fit by the **Chairman**, Punjab School Education Board.
- vi) The warranty for defective books will begin de novo from the date of replacement. Printer will pay all taxes, and duty and all expenses up to the destination for the replaced goods.

14. Terms of Payment

- i. Printers are required to submit set wise (SSA/DWO/SALE Books)/title wise bill along with prescribed performa (Specimen attached Section 12) and warranty undertaking. However it will be at the discretion of the Punjab School Education Board to make the payment title wise or

collectively of all the titles

- II. (a) The Advance payment not more than 15% at a time will be made to the firm against the bank guarantee of the same value after the verification of the bank guarantee for the same Bank.
- II. (b) Payment schedule of SSA/DWO/SALE titles is give below:-
- i) On completion of 25% supply--- 90% payment on the contract
Price of books shall be made.
 - ii) On completion of next 25% supply--- 90% payment on the contract
Price of books shall be made.
 - iii) On completion of next 25% supply--- 90% payment on the contract
Price of books shall be made.
 - iv) On completion of next 25% supply--- 90% payment on the contract
Price of books shall be made.

Each 90% payment on the Contract Price of books shall normally be paid within 15 working days, assessment of quantity supplied as per delivery challan duly stamped and signed with date depicting name/ designation & mobile no. of the official receiving the books at the block and on submission of all CDS/Proofs/Paper account and self attested copies of :-

- i) Order placed with the paper mill.
- ii) Cheque /Draft sent to mill for purchase of paper.
- iii) Bill issued by the paper mill.
- iv) Relevant documents of the transporters.

Note: Final Payment:

On Final Acceptance; the last remaining 10% of the Contract Price shall be paid to the Printer/supplier on submission of claim. If any disputed cases regarding any penalty clause, will be paid normally within 90 days from the date of submission of these claim/bills as per below :

S.No	Particulars for deduction /penalty	Rate of penalty
1	Grammage of Inner Paper	2%
2	Brightness of Inner Paper	1%
3	Cobb of Inner Paper	1%
4	Tear Index of Inner Paper	1%
5	Tensile Index of Inner Paper	1%
6	Grammage of Cover Paper	2%
7	Brightness of Cover Paper	1%
8	Gloss of Cover Paper	1%
9	Surface PH of Cover paper	1%
10	10. Delay in supply of Text Books: As specified in Section 7 (10) on page number 40.	1%

- v) Paper account register and all other documents as specified in the tender along with an undertaking therein that the paper of

the prescribed specifications showing the name of the Mill/s whose text has been used in the text Books.

In case of non submission of the documents and other materials as specified above the bill of the printer for payment will not be processed. However for non return of MSS/CDS/Proofs/Positives, deduction @ Rs.20,000/- per title shall be made from the bill of the printer.

- vi) The Printer will submit a proper receipt of the sets/text books from co-ordinator at District Level.
 - vii) TDS, taxes and cess as applicable shall be deducted from the payments.
 - viii) To claim the amount, by one bill should not be less than twenty Five Lakhs.
- (b) The remaining 10% of the Contract Price shall be paid to the Printer/supplier on submission of a claim for the balance 10%, accompanied by the quality tests, lab tests which in undisputed cases will be paid normally within **90 days** from the date of submission of these claim/bills. However, above Test fees is to be borne by the Printer. After completion of delivery of books at 21 stations /office across the state, then samples from minimum 5 station will be collected randomly for further Lab Tests.
- III. The Supplier's request(s) for payment shall be made to the Punjab School Education Board with an invoice describing as appropriate, the books delivered and upon fulfillment of other obligations stipulated in the contract.
- IV. No payment will be made without the written authority of the **CHAIRMAN**, Punjab School Education Board.

15. Prices

Prices charged by the Printer for books delivered under the contract shall not vary from the prices notified in the award of contract.

16. Contract Amendments

No variation modification in the terms of the contract shall be made except by written amendment signed by the parties.

17. Assignment

- i) Neither the Punjab School Education Board nor the Printer shall assign, in whole or in part, its obligations to perform under the contract, except with the prior written consent of the other party.
- ii) No bidder is allowed to sublet the contract awarded to his firm and not even allowed to get any of the jobs done from any other firm.

18. Delay in the Printer's Performance

- i) Delivery of the books as per specifications and performance of the Services shall be made by the Printer in accordance with the time

schedule specified by the Punjab School Education Board in the Bid Submission form and Price Schedule, Section 6 to the entire satisfaction of the Punjab School Education Board with a pre-agreed sanction regarding deduction of liquidated damages for delay from the Printer's bill as specified in the penalty clause in Section-12.

- ii) In case of an inordinate delay in the supply of the books/any unexcused delay by the Printers in the performance of its delivery obligations hurting the image of the Punjab School Education Board /Government shall render the supplier liable to any or all of the following sanctions in addition to deduction of the liquidated damages mandatory to be imposed as mentioned above and as per clause in Section-12:—
 - a) Forfeiture of its Performance Security and payment of bills.
 - b) Termination of the Contract for defaults.
 - c) Black Listing of the firm.
 - d) Any other action, as deemed fit by the **Chairman**, Punjab School Education Board.
- iii) If at any time during performance of the contract, the Supplier should encounter conditions impeding timely delivery of the books, the Supplier shall promptly notify the Punjab School Education Board in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the **Chairman**, Punjab School Education Board shall evaluate the situation on the merits of the case and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be deemed to be ratified by the parties treating this as an amendment. However it will be at the discretion of the **Chairman**, Punjab School Education Board to enter into a fresh agreement to the effect.
- iv) The power regarding extension of time period and for condonation of delay will be absolutely at the discretion of the **Chairman**, Punjab School Education Board.

19. Termination for Default

- i) The Punjab School Education Board may without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the contract in whole or part:
 - (a) If the Printer fails to deliver any or all of the books within the time period(s) specified in the Contract, or within any extension thereof granted by the Punjab School Education Board pursuant to Clause 18(iii) of Section 7 or
 - (b) If the Printer fails to perform any other obligation(s) under the contract.
 - (c) If the Printer, in the judgment of the Punjab School Education Board, has engaged in fraud and corruption, in competing for or in

- executing the Contract or has committed gross violation of the terms and condition of the tender.
- ii) In the event the Punjab School Education Board terminates the contract in whole or in part, pursuant to Clause 19 (i), the Punjab School Education Board may procure upon such terms and in such manner as it deems appropriate, books or Services similar to those undelivered, the Printer shall be liable to the Purchaser for any excess costs for such similar books or Services. However, the Supplier shall continue the performance of the contract to the extent not terminated.

20. Force Majeure

- i) The Supplier shall not be liable for forfeiture of its Performance Security, Liquidated Damages or Termination for Default, if and to the extent that, its Liquidated Damages or Termination for Default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is positively the result of an event of Force Majeure.
- ii) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Punjab School Education Board either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- iii) If a Force Majeure situation arises, the Supplier shall promptly notify the Punjab School Education Board in writing of such conditions and the cause thereof. Unless otherwise directed by the Punjab School Education Board in writing, the Supplier/ printer shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

21. Termination of Insolvency

The Punjab School Education Board may at any time terminate the contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Punjab School Education Board.

22. Work Order

Work order shall be a binding contract. The work order may be issued in parts at the discretion of the Punjab School Education Board.

23. Resolution of Disputes

- i) The Punjab School Education Board and the Supplier shall make every

effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

- ii) If, after thirty (30) days from the commencement of such informal negotiations, the Punjab School Education Board and the Printer have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism specified in clause 23 (iii).
- iii) The dispute resolution mechanism to be applied pursuant to Clause 23(ii) shall be as follows:
 - (a) A dispute or difference arising between the Punjab School Education Board and Printer relating to any matter arising out of or connected with the contract, such dispute or difference is mandatory to be referred to the **Chairman**, Punjab School Education Board who will *appoint* the sole arbitrator. The award of the Arbitrator shall be final and binding on the parties to the contract.
 - (b) The Indian Conciliation and Arbitration Act, 1996, the rules there under and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.
 - iv) The venue of arbitration shall be within the discretion of the arbitrator.

24. Governing Language

The contract shall be written in the language of the bid, as specified by the Punjab School Education Board in the Instructions to bidders.

25. Notices

Any notice given by one party to the other pursuant to this contract shall be sent to other party in writing and confirmed in writing to the other Party's address specified for the purpose in the notification of award/contract. The notice will be effective when delivered. In case the other party refuses to accept the notice, the notice shall be deemed to have become effective one week after the date of dispatch through registered post.

26. Taxes and Duties

The Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc.

27. Royalty Depoist:

The bidder shall submit the 1 % amount of contract value as royalty amount with PSEB at the time of signing contract agreement in the form of demand draft in favour of "The Secretary, Punjab School Education Board, Mohali" payable at Mohali.

28. Additional Order/Repeated order and Extension of Tenure of the Tender.

The Punjab School Education Board reserves the right to place

additional order as deemed received from the concerned department/branch on the same rate and terms & conditions any time between the award of contract up to within the period of bid validity and even afterwards in the subsequent year/s repeat the whole order or part thereof on mutual consent at the same rate as quoted in the tender and approved rate/s, otherwise office has reserves right to assign the job to any other supplier time to time.

Every extended order will be a separate order and the printer will complete the supply of each and every order separately within the prescribed period of each such order.

- 29. Any of the point not covered under the terms & conditions/tender**
For any of the points arising at any stage which is not covered under the provisions of the tender, **Chairman**, Punjab School Education Board shall be the final competent authority, whose orders shall be binding upon the bidders.
- 30.** In case of any printer desires to appeal against the order of Punjab School Education Board at any stage i.e. from opening of bids to final payment, they may do so to **Chairman**, Punjab School Education Board in this regard; the decision of the **Chairman**, Punjab School Education Board will be final and binding upon the printer.

**SECTION-8
CONTRACT FORM**

THIS AGREEMENT made the..... day of , 201_ between Secretary Punjab School Education Board, S.A.S. Nagar and (hereinafter called "PUNJAB SCHOOL EDUCATION BOARD" of the one part and.....(Name of Supplier) of..... (Address)..... (Hereinafter called "the Supplier") of the other part.

WHEREAS the PSEBis desirous that certain books and ancillary services viz. (Brief Description of books and Services) and has accepted a bid by the Supplier for the supply of those books and services in the sum of (Contract Price in Words and Figures) (Hereinafter called "the Contact Price")
NOW

THIS AGREEMENT WITNESSETH AS FOLLOWS

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

Section	
Section 1	Bidding date sheet/Notice inviting Tender
Section 2	Invitation for Bids
Section 3	Instructions for Bidders
Section 4	Qualification Criteria
Section 5	Schedule of Requirement and specification
Section 7	Condition of Contract
Section 8	Contract form

3. In consideration of the payments to be made by the Punjab School Education Board to the Supplier as hereinafter mentioned, the Supplier hereby covenant with the Punjab School Education Board to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Punjab School Education Board hereby covenant to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract. Brief particulars of the books and services which shall be supplied/provided by the Supplier is as under:

Sr. No.	Brief Description of books & Services	Quantity to be Supplied	Title wise price/Set Price	Total Price

Signatures and seal of the Supplier

Name

Tel. No E-Mail

Address.....

Fax No.

SECTION -9

BANK GUARANTEE

(Please see clause 06(iii) of conditions of contract)
(For Performance Security)

Date:

Bank Guarantee No. :

Amount Rs.:

In favor of Secretary, Punjab School Education Board herein after refer to as Punjab School Education Board.

Amount of guarantee: Rs.....

Guarantee cover from:

LAST DATE FOR LODGEMENT OF CLAIM:

This deed of guarantee executed by.....

(Herein after referred to as THE BANK) in favor of Secretary, PSEB and (hereinafter referred to as Punjab School Education Board) FOR AN AMOUNT NOT EXCEEDING Rs.....

(Rupees.....) at the request of M/s..... (Hereinafter referred to as the Supplier). This guarantee

is issued subject to the condition that the liability of the Bank under the guarantee is limited to a maximum of Rs..... (Rupees.....) and the

Guarantee shall remain in force upto..... and cannot invoke served otherwise than by a written demand or claim under this guarantee served on the bank on or before

In consideration of Secretary, Punjab School Education Board having agreed to award contract for supply of printed books on M/s..... (Hereinafter called the said contractor) undo the

terms and conditions of an agreement made between both the parties (hereinafter called the said agreement) for the due fulfillment of the contract as per the terms and agreement on production of

bank guarantee for Rs..... (Rupees only)

1. I/Wedo hereby undertake to pay PSEB amount not exceeding Rs.....(Rupees.....) Against any loss or damage caused to or suffered by PSEB by reason of any breach of the terms and conditions contained in the said agreement.

2. I/Wedo hereby undertake to pay amount due and payable under this guarantee without any demur, namely on a demand stating that the amount demanded is due by way of loss or damage caused to or would be caused to or suffered by Punjab School Education Board by reason of the contractor's failure to perform the said agreement by such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under the guarantee. However our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).
3. I/Wefurther agree that the guarantee herein contained shall be in force and effect upto..... unless a demand or claim under this guarantee is made on us in writing on or beforewe shall b discharge from all liability under this guarantee thereafter.

Name & Address of the Bank.....

.....

Signatures and seal of the supplier

Name

Tel. No.
(with seal)

Signatures of Bank Manager.....

Name

Tel. No.
(with seal)

SECTION -10

(Letter regarding Depositing Performance Security and Agreement etc.
by the Successful Tenderer)

To

..... [Name and address of the Tenderer]

.....

.....

Dear Sir,

This is to notify you that your Bid dated thefor the supply of.....
..... [give particulars of the goods to be supplied as given in the Instructions to the
Bidders] for the contract Price of Rupees..... [in figures]

(.....) [Amount in words], in accordance with the Instructions to Bidders in
hereby accepted Secretary, Punjab School Education Board Punjab.

2. You are hereby requested to furnish Performance Security, in the form detailed in clause

..... of the Instruction to Bidders for an amount equivalent to Rs..... [in figures]
(.....) [Amount in words] within days of the receipt of this letter of
acceptance valid upto [insert the period], i.e. valid upto [insert the last date of
validity] and sign the contract, failing which action as stated in Clause of Instructions to
Bidders will be taken.

Secretary, PSEB

SECTION -11

Criteria for Imposition of Penalties

(A) Paper Quality :

- (i) For use of prescribed Text but exceeding the permissible tolerance with regard to GSM as laid down by B.I.S. If the paper used in the printing of Text Books is found to be not in conformity to the requirement of the BIS Specifications, the penalty would be imposed on the basis of difference of grammage in triple (difference in specified cost of paper and paper used in printing of the books)
- (ii) For any other deficiencies deduct in the test report, a penalty @% per deficient Para-meter of the test norms of BIS on the total payable amount will be imposed on the printers/suppliers upto 10 points and if it is over 10 points, penalty rate would be% of the total payable amount. (As per defined in DNIT)

(B) Printing :

- (i) Where the printer fails to carry out the pointed mistakes of signs such as Bindi, Ardh Chandra, Matras, Comma etc. or letter become invisible during the process of printing in case of touching, re-touching and broken letters a penalty @ Rs./- per mistake will be imposed. (As per defined in DNIT)
- (ii) In case of printing such as less-sharp/dull impression/intermixing of column/ smudgy printing, defective title printing but the matter remains readable, a penalty @ Rs......./- per page will be imposed. (As per defined in DNIT)
- (iii) In case of misprinting of words/sentence/maps/design a penalty @ Rs......./- per page will be imposed. (As per defined in DNIT)
- (iv) In case of printed matter on the whole page/pages having been left blank/duplicity of printed matter, a penalty @ Rs./- per page will be imposed . (As per defined in DNIT)
- (v) In case the general quality of printing is not up to the mark/is extremely poor which is not readable, the whole lot of books will be rejected. For this default the imposition of penalty as deemed fit by the Chairman, Punjab School Education Board shall be final and binding upon the printer. (As per defined in DNIT)

(C) Binding :

- (i) If the binding is not according to tender instructions or found improper, a penalty @ Rs......./- per book will be imposed. (As per defined in DNIT)
- (ii) In case of short size of book than the prescribed size and/ or disproportionate blank side margin across the Text matter spoiling the inner look of the Book, a penalty of Rs. @/- per page will be imposed. (As per defined in DNIT)

Note :-The above rates of penalty are for a unit of 1000 books and not applicable in case of A (i), A (ii) & B (v)

(E) Short supply of order/Misdistribution of books:

- i) In case the short supply exceed 1%, two times of the face value of the title will be deducted from the bill. However Punjab School Education Board will be at discretion to get the short supply completed from the defaulter printer free of cost within 5 days from the date of such communication, in such cases penalty to be imposed will be at the discretion of the Punjab School Education Board.

(F) Penalty on account of late submission of contract form and performance security:

If a printer does not submit the contract form and Performance Security within three (3) days after the issue of the print order, in such cases penalty @ Rs. 10,000/- per day for next three

days will be imposed and thereafter it will be at the discretion of the Punjab School Education Board to forfeit the earnest money and/or black list the firm and/or to enhance the amount of penalty and to assign the job to the next eligible willing firm.

(G) Penalty an account of non assistance of the firm or failure to arrange the paper for inspection :

In case of non assistance of the firm to the visiting party during inspection of the firm or if a printer fails to get inspected the paper to the visiting inspection team after 10 (ten) days from the date of placement of order, a penalty of Rs. 5000/- per visit shall be imposed and after this the action as deemed fit by Chairman, Punjab School Education Board shall be taken.

(H) Penalty for unspecified defects:

For any defects of the nature not specified in the tender, it will be at the discretion of the Punjab School Education Board to impose the penalty as per merit of the case/as deemed fit by him.

(I) Forfeiture of earnest money, Performance Security and payment for the job executed or part thereof:

Earnest money and/or performance security, and/or full/part payment can be forfeited in case of corrupt and fraudulent practice exercised by the bidding firm as detailed in clause 30 of Section III or in case of incapability of the firm to execute the job which may reflect the reputation of the Punjab School Education Board /Government adversely.

(J) Penalty for non return of CD's/Proofs/MSS/Positives etc. :

In case of non submission of documents as specified in clause 14 (II-a), the bill of the printer for payment will not be processed. If any printer does not return the CD's/Proofs/MSS/Positives etc. to the Punjab School Education Board with his bill, a penalty

@ Rs.20, 000/- per title shall be imposed.

(K) Penalty for late delivery of books:

- a) 0. 5% for 1 to 7 days.
- b) additional 1 % per day for 8 to14 days
- c) additional 1.5 % per day for 15 to 21 days
- d) additional 2 % per day for 22 to30 days

For any unexcused delay beyond such period the Chairman, Punjab School Education Board will have the discretion to take any or all of the following actions:—

- f) Forfeiture of its Performance Security and payment of bills.
- g) Termination of the contract.
- h) Blacklisting of the firm.
- i) Any other action as deemed fit by the Chairman, Punjab School Education Board.

(L) Penalty will be impose, if information does not furnish for work progress for weekly bases as mention in section -7(para-8).

(M) Chairman, Punjab School Education Board, Punjab shall have the power:

- (i) To increase the quantum of penalty specified in this tender as deemed fit.
- (ii) To impose penalty in case of nature of mistakes not covered in this tender.
- (iii) In case the payment of the bill has already been made, the recovery of amount of penalty can be made from any of the pending/ subsequent bills of the firm.
- (iv) A printer may make a representation against any order of the Punjab School Education Board within thirty days from the date of passing of such order and the whole matter if deemed fit by the Chairman, Punjab School Education Board can be placed before the Board of Directors who shall act as Arbitrators and will convey their findings to Chairman, Punjab School Education Board whose decision will be final and binding upon the appellant firm and further there is no provision for the second

appeal in this regard.

SECTION -12

Bill Performa to be submitted by the firm along with cash memo for claiming 90% payment

(Set wise/Title wise claim to be submitted)

Name of the firm: _____

Bill No. _____ date _____

Amount shown in bill in figure _____ Rs. (in words) _____

Work Order No. _____ date _____

Name of Title: _____ Quantity Ordered _____

Quantity Supplied: _____ Rate per Book: _____

Total amount in words & figures firm as shown in bill _____

Certified that I have used Text Paper of Mill of _____

(Name of the Mill) in printing and supply of books

Certified that I have supplied _____ books to the Punjab School Education Board along with Bill No. _____ dated _____. I am also submitting herewith the following material/documents to the Secretary, Punjab School Education Board with the request to make me 90% payment amounting Rs. _____.

(i) _____ (ii) _____ (iii) _____ (iv) _____ (v) _____

(vi) _____ (vii) _____ (viii) _____ (ix) _____ (x) _____

Date: _____

Signature

Name of the Firm with Seal

Note :This Performa should be submitted in addition to warranty affidavit.

SECTION -13

Performa for Weekly Progress Report

To be essentially submitted by the Printer weekly i.e. each Monday through E-mail:-

Name of the Printer _____

Dispatch No. _____ dated _____ Order No. _____ dated _____

1. Regarding Purchase of Paper

Sr. No.	Class	Name of the set to be printed	Quantity Ordered	Date of Purchase order with the Mill	Date of receipt of paper
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

2. Regarding Printing

Sr. No.	Name of the Set/ Title	Quantity	Whether all text pages printed, if not No. of pending titles	Whether all title cover pages printed, if not No. of pending titles No. of complete books ready for delivery	No. of incomplete books	Expected date of completion of job including delivery
1.						
2.						
3.						
4.						
5.						
6.						
7.						

3. Delivery chart regarding supply of SSA/DWO/SALE books.

Sr. No.	Name of the District Level office	Name of the (class and name)	Total quantity books to be supplied	Quantity supplied	Balance quantity to be supplied
1.					
2.					
3.					
4.					
5.					
6.					

Dated _____

Signature

Name of the Printer _____

Address _____

Tel No. _____

E-mail _____

SECTION-14

AFFIDAVIT ON Rs.100/- (or on more value) STAMP PAPER

I/we----- (Name of Prop. Of Firm) do hereby solemnly declare as under:-

- 1) That our Firm has used paper as required as per prescribed specification in the Tender Documents by the Board for manufacturing the assigned Item/s.
- 2) That no excess copies of assigned item have been printed.
- 3) That if short/defective item, are found, the Secretary of the Board has right to take action against me/our Firm as per Terms & Conditions of the Tender and also any other action as deemed fit by him.
- 4) That in case of above certificate is found false the Secretary shall have full right to impose any penalty/deduction from our bill/ performance security/Earnest Money and in any fact comes to the notice to this effects after passing of bill/releasing the Performance Security/Earnest Money the Secretary shall have full right to impose penalty in this connection and his decision shall be final and binding upon me/us and the firm shall deposit the same amount of penalty with the board within a fortnight from the date of issue of notice letter to prosecute the firm and recovery amount through the court of Law and all expenditure incurred or litigation by Board's office shall be borne by the firm.

Dated -----

Place -----

DEPONENT

VERIFICATION

It is certified that above statements are true the best of my knowledge and nothing has been concealed there in.

Dated -----

Place -----

DEPONENT

SECTION – 15

Technical Bid Performa

(Information regarding Printing Press & Machinery to be submitted by the Printer)

1. Name of the Printing Press _____
2. Established Since _____
3. Full Address of the Press _____
Or Units if any _____
4. Name of the Proprietors _____
Or Partners _____
5. Phone No. (Office) _____ Resi _____ Mobile _____
6. Whether the press is registered as Small Scale Industry _____
7. If so, please provide attested photocopy of the same.
8. Experience in Book Printing Work (Attach Documents) _____
9. ANNUAL TURNOVER Rs. 2016-17 _____
 2017-18 _____
 2018-19 _____
10. PAN No. _____
11. Details of Machinery : (Which shall be exclusively used for Board’s Work)

i. Details of the Offset Machines :

Name of the Automatic Offset Machines	Size	Color Capacity i.e. 1, 2 or 4 Color	Sheet Fed Or Web Offset	Printing Capacity (Reams per Day)			
				Sheet Size (in cm)		Reel Size (in cm)	
				58x84	71x102	Cut Reel 84	Cut Reel 71
1.							
2.							
3.							
4.							
5.							
6.							
7.							

ii. Processing & Composing Apparatus :

Photo Cameras/ Scanners _____

Plate Making Apparatus _____

Laser Type Setting/ DTP _____

iii. Paper storage Capacity _____

iv. Details of Binding Equipments:

No. of Cutting Machines _____

No. of Automatic Folding Machines _____

No. of Stitching Machines _____

No. of Perfect Binding Machines _____

with minimum three clamps.

Any other Machinery related to the job _____

12. Details of Man-power engaged in press

a) No. of Persons engaged in Office _____

b) No. of Persons engaged in Processing Section _____

c) No. of Persons engaged in Printing Section _____

d) No. of Persons engaged in Binding _____

13. Provision of electricity up-to _____

14. Capacity of Generator _____

15. Name of Class or Classes for which printer is bidding. _____

16. Number of Classes for which printer is bidding. _____

Dated: - _____

Signature of the Printer with
rubber seal of the firm.

SECTION-16

FINANCIAL BID

- (i) **Rate of text paper- 70 GSM Maplitho paper (virgin pulp)
(BIS 1848:2007)**

Size			
Colour	58X84/8 (8 page format) (in Rs.)	58x84/16 (16 page format) (in Rs.)	71x102/16 (16 page format) (in Rs.)
1			
2			
4			

- (ii) **Rate of Cover Paper- 175 GSM Art Paper (Virgin pulp)
(BIS 4658 :1998)**

Size			
	60X84/8 (2 page format) (in Rs.)	60x84/16 (2 page format) (in Rs.)	74.5x102/16 (2 page format) (in Rs.)
Colour-4			

SECTION –17

AFFIDAVIT BY PAPER MILL

In response to the bid document for printing & binding of Punjab School Education Board , Mohali Text Books for class 1st to 12th (with paper). I/We do hereby declare that I/We is/are partner of the firm/director/proprietor and:

1. I/We _____ do hereby declare that I/We have read and understood the application form and thus declaration carefully and I/We declare to abide them.
2. If the bidder gets the order then we will supply the paper on time as per our company's terms & conditions.
3. That my/our firm have not been blacklisted/No FIR lodged/No Forfeit of EMD/debarred by any Government department/Agencies/undertakings nor any such action is in process against the firm. That presently no kind of litigation is pending against the firm/proprietor/partners/directions and also no kind of dispute or difference between the Punjab School Education Board and Bidder relating to any matter is pending.

Signature

VERIFICATION

I/We _____ do hereby verify that the contents of para 1 to 3 of the declaration made by we/us are correct and believed to be true. Hence I/We have verified and signed on the _____ day of _____ 2018 at _____.

Witness:

- | | |
|---|---|
| 1. Signature _____
Name and address _____

Seal of Paper Mill | 2. Signature _____
Name and address _____

Seal of Paper Mill |
|---|---|

2. Signature _____
Name and address _____

Seal of Paper Mill

AFFIDAVIT ON Rs. 100/- STAMP PAPER

DECLARATION BY BIDDER/PRINTER/s

In response to the bid document for Printing and supply of Textbooks of PSEB AS-2020-21, for Class I to XII. I/We do hereby declare that I/We is/are partner of the firm/director/proprietor and;

1. I/We _____ do hereby declare that I/We have read and understood the application form and thus declaration carefully and I/We declare to abide them.
2. I/We _____ do hereby declare that I/we will not withdraw our offer, after opening of the bid. I/We further declare that agter opeing of the bid. I/We shall be abiding with the offer and the Terms and conditions of the bid and the offer.
3. Thus in case of failure I compliance of the Bid by we/us. I/We shall be bound to pay the penalty as per the terms and conditions appearing in the bid document.
4. That firm possesses sufficient godown space for safe storage of paper required for the printing of the books and storage of printed material.
5. That my/our firm has not been punished under any Rule/Law of the land and not any case is pending for enquiry by the Police Department and any misdeed under the act prevails as per law is being investigating against them. And no criminal case is pending against the bidder in any court of law.
6. That my/our firm have not been blacklisted/debarred/FIR/Forfeit of EMD/ by any Govt. department/Agencies/undertaking nor any such action is in process against the firm. That presently no kind of litigations pending against the form/proprietor/partners/directors and also no kind of dispute or difference between the PSEB and Bidder relating to any matter is pending.

VERIFICATIONS

I/We _____ do hereby verify that the contents of Para 1 to 5 of the declaration made by wer/us are correct and believed to be true. Hence I/We have verified and signed on the _____ day of _____ 2019 at _____ .

Witness:

1. Signature
Name and Address

Signature &
Seal of Bidder

2. Signature
Name and Address

CHECK LIST FOR THE TENDER

Technical Documents to be uploaded By the Bidder

- i) Turnover of past 3 years along with balance sheets duly verified by CA*
- ii) Press Registration Certificate*
- iii) Factory License*
- iv) Satisfactory Consumer Certificates*
- v) 3 years experience certificate*
- vi) List of Machinery*
- vii) Undertaking from the Bank*
- viii) Any other document of the basic eligibility as per tender or the deem fit for merit.*