



2020-21

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

Tender Document For Printing and Supply of Text Books



ACADEMIC SESSION 2020-21

Punjab School Education Board



PUNJAB SCHOOL EDUCATION BOARD
TENDER DOCUMENT FOR PRINTING AND SUPPLY
OF TEXT BOOKS
FOR THE CLASSES 1ST TO 12TH
(ACADEMIC SESSION 2020-21)

Ph 0172-5227184, 0172-5227189

E-Tender Notice No.PSEB/PUB-04/2020-21

Website www.pseb.ac.in

PUNJAB SCHOOL EDUCATION BOARD invites online e-Tender for printing and supply Text books to the Board, in Punjab:-

Sr.No.	Name of Item(s)	I. Estimate. II. Earnest Money. III. Processing Fee. IV. Tender Form Cost.	I. Sale of Tender Document.	
			II. Last Date & Time of Sale of Tender Document.	III. Date & Time of Tender Closing. IV. Date & Time of opening of Technical Bid. V. Date & Time of opening of Financial Bid.
			Date	Time
1	Printing and Supply of Text Books	I. Rate to be quoted by the bidder. II. Rs. 2,00,000 III. As applicable IV. Rs. 5000/- (Non-Refundable)	i. 14/01/2020 ii. 21/01/2020 iii. 21/01/2020 iv. 21/01/2020 v. (To be intimated later on)	04.30 PM 11.30 AM 11.30 AM 03.00 PM -



General Conditions:-

1. Interested bidders can purchase the tender documents online from website.
2. The tenderers will have to deposit **Earnest Money** which is to be paid through e-mode. Other modes of payment will not be considered.
3. **Tender Form Fee** Rs. 5000/- (**Non Refundable**) shall be strictly paid through e-mode. Other modes of payment will not be considered.
4. Tender processing fee to **eproc** shall be strictly paid through online mode (**IPG/ Net Banking**). Other modes of payment will not be considered.
5. Technical Bids and Financial Bids will be opened in the presence of the Bidders or their authorized representatives, who may wish to be present.
6. Any delay, in receipt of Bids would be considered as late submission of Bid and such Bids shall be summarily rejected.
7. Financial bids will be opened only of those firms who will qualify in Technical Bids.
8. Bids shall remain valid **for one year from the date of submission of bid**. Any bid shown to be valid for a shorter period than the period specified shall be rejected by treating it as non-responsive.
9. Bidders/ Contractors, who wish to submit online tenders can access tender documents on the website, fill it and submit the completed tender document into Electronic Tender on the website itself. Bidders/ Contractors shall attach scanned copies of all documents, i.e. Earnest Money, Tender Form Cost and the certificates etc. as required in eligibility criteria.
10. All books shall be printed through offset process on sheet/ reel fed machines.
11. The delivery period of books will be 30 days.
12. Time will start from the moment when Agreement with Printer/ Firm will be finalized. The Printer will get related MSS/ CD/ DVD, Negative/ Positive, etc. during Agreement.
13. The printer shall ensure that the printing work assigned to him shall be completed on priority basis within stipulated time.
14. Agreement will only be finalized upon receiving Job Security & Paper Security.
15. The Financial Bid of only those tenderers shall be opened whose technical bid is found to be in order and in accordance with the prescribed terms and conditions and complete in all respects.
16. Corrigendum/ Addendum/ Corrections, if any will be published on the website.
17. If the date of opening of tenders happens to be a holiday then the tenders will be opened on the next working day at the same time.
18. Tenders should have a valid VAT/TIN/GST No.
19. The rates quoted by the Tenderers should include all type of taxes. The Board shall not liable to pay any kind of taxes to the Tenderer other than the rates quoted i.e. rates quoted should be inclusive of all taxes. The Tenderer must have three years experience in Printing/Publication.
20. Tenderers must have their Printing Press/ Presses registered in India from the competent authority.
21. **Chairman, Punjab school Education Board** reserves the right to accept/ reject any or all tenders without assigning any reasons.

**Chairman,
Punjab School Education Board.**



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

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Public Notice for Inviting e-Tender

(Punjab School Education Board)

Online bids are being invited from the established printers **in India** having minimum three years' experience in the field of printing and supply of Text Books without paper, for the Classes 1st to 12th for academic session 2020-21.

Cost of this bid documents is Rs. 5,000/- (Five thousand) and Earnest money is Rs. 2,00,000/- (Two Lakh) which is to be deposited through Online in AXIS Bank A/C No.- 913010033387864 IFSC, UTIB0000085.

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.



SECTION – 1 INSTRUCTIONS TO BIDDERS

1. Scope of Bid

- i. The Chairman, Punjab School Education Board, SAS Nagar 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 has the competence only 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 respect will rest with the Chairman of Punjab School Education Board, SAS Nagar for execution of the present job/ additional/ subsequent, orders but only on the rates not higher than as finalized by the Publication Committee (Text-Books).
- ii. Punjab School Education Board, SAS Nagar hereinafter referred to as the Board, issues these Bidding Documents for the supply of text-books and related services incidental there as to per Specifications and Terms & Conditions.

2. Eligible Bidders

The invitation for Bids is open to all the eligible printers/manufacturers.

3. Cost of Bidding

The Bidders shall bear all costs associated with the preparation and submission of Bid, and the Board 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 of Rs.2,00,000/- (Rupees Two Lakh) and processing fee, otherwise in no case the Bid will be accepted. Old Earnest Money, if any, lying with the Board will not be entertained.

4. Bidding Documents

- i. It includes the following:-
 - Bidding Schedule.
 - Bid Submission Form.
 - Invitation for Bids.
 - Instructions to Bidders.
 - Qualification Criteria.
 - Conditions of Agreement.
 - Agreement Form.
 - Earnest Money.
 - Processing Fee.
 - Job Security & Paper Security (Must be submitted on award of work).
- ii. The Board will not be responsible for the completeness of the Bidding Documents and their addendum/corrigendum, if any. 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 Board.



- 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.

5. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of Bids, the Board may amend the Bidding Documents by issuing an addendum/corrigendum.
- ii. Bidders are advised to keep themselves updated with the information displayed on the website of the Board and the Board shall not be responsible in case the Bidder has not received such addendum/corrigendum in the manner stated above.
- iii. The Board may, at its discretion, extend the deadline for the submission of Bids.

6. Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and Board, shall be written legibly and clearly in English or Punjabi language without any cutting or over-writing.

7. Bid Submission

The Bid submitted by the Bidder shall be in two separate parts:-

Part 1: Technical Bid

With required documents for qualification criteria. To be opened on the date & time as specified in the Bidding Schedule.

Part 2: Financial Bid

To quote net rates within Board's schedule of rates percentage-wise both in figures and words, to be submitted in the e-Tender Performa. Not to be opened except with the approval of the Chairman, Punjab School Education Board, SAS Nagar.

8. Bid Prices

- i. The Bidder shall indicate on the Bid Submission Form and Price Schedule on the given PERFORMA to quote the rates.
- ii. **Bid Prices will not be adjusted for any un-conditional or conditional discount offered by the Bidder and such Bids are liable to be rejected for which the firm will be responsible and the Board will not entertain any correspondence on this issue.**
- iii. Prices quoted by the Bidder will remain fixed during the Bidder's performance of the agreement 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.



9. Documents Establishing Bidder's Eligibility & Qualification

- i. The Bidder shall complete the Bid Submission Form.
- ii. The Bidder as per Tender Document shall provide documentary evidence for qualification criteria as per firm's eligibility and qualifications to perform the agreement of the Board's entire satisfaction.
- iii. The Board for ascertaining the capability of the Bidder reserves the right to confirm the eligibility criteria by making physical inspection of the firm and verifying the original documents/ record of the firm before opening the Financial Bids and even afterwards.

10. Earnest Money

- i. The Bidder shall furnish Earnest Money of Rs.2, 00,000/- (Rupees Two Lakh) as part of the Bid, as specified in the bidding schedule.
- ii. The Earnest Money is required to protect the Board against the risk of Bidder's conduct which would warrant forfeiture of Earnest Money.
- iii. Earnest Money can be deposited through e-mode /.
- iv. Any Bid from a Bidder, without Earnest Money will be rejected by the Board.
- v. The Earnest Money of unsuccessful Bidders will be discharged or returned within a month after the award of contract to the successful Bidders. However, in disputed cases, the Board will not be bound to release the earnest money in the stipulated period.
- vi. The successful Bidder's Earnest Money will be adjusted as the job security.
- vii. **Forfeiture of Earnest Money :-**
 - a. Once a Bid is submitted by the firm, it can't be altered or withdrawn. If a Bidder does not accept his quoted rates and refused to execute the job, then the Earnest Money deposited with the Bid will be forfeited and firm will be **blacklisted**.
 - b. In case of successful Bidders fail :
 - To sign the contract.
 - To furnish job security and paper security.
 - c. In case of fraudulent and corrupt practices.
 - d. If a successful Bidder has been found incapable of executing the assigned job to the satisfaction of the Board, which may reflect adversely the image of the Board, the earnest money, if not released can be forfeited and the Chairman may allot the work to some other eligible firm.

11. Period of Validity of Bids

- i. Bids shall remain valid for one year from the last date of submission of Bid. Any Bid shown to be valid for a shorter period than the period specified shall be rejected as non-responsive.
- ii. In exceptional circumstances, the 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 shall also be suitably extended in such case. A Bidder may refuse the request without getting the Earnest Money forfeited only on this account. A Bidder making such request will not be permitted to modify the Bid.



12. Format and Signing of Bid

- i. The Bidder shall submit only one Bid. Sister concern firms cannot submit a separate Bid than the Principal Firm.
- ii. The Bid shall be signed by the Bidder or a person(s) duly authorized to sign the Bid to the contract.
- iii. In no case Bid shall contain any interlineations, erasures or over-writing otherwise the Bids are liable to be straightaway rejected.
- iv. Failure to a Bid by any of the instructions will make the Bid liable to be rejected.

13. Deadline for Submission of Bids

- i. Bids must be received up to the date & time at the address specified in the Bidding Schedule. In the event of the specified date for the submission of the Bids being declared a holiday, the Bids will be received up to the appointed time on the next working day.
- ii. The Board may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents, in which case all rights and obligations of the Board and Bidders, previously subject to the deadline will thereafter be subject to the deadline as extended.
- iii. It shall be the responsibility of the Bidders to ensure that the earnest money should be submitted only in e-Mode in all respects to reach in the office of the **Chairman, Punjab School Education Board, SAS Nagar (Mohali)**.

14. Late Bids

After the deadline for submission of Bids, the concern Bids shall be rejected summarily.

15. Opening & Evaluation of Bids by the Board

- i. The Committee of the Board headed by the Chairman will open the Bids received (except those received late) in the presence of Bidders or their representatives, who may wish to be present as per time, date and place specified in the Bidding Schedule. In the event of the specified date for the submission of Bids being declared a holiday for the Board, the Bids will be opened at the appointed time and location on the next working day.
- ii. The envelope containing the Technical Bid shall be opened first and then the inner envelope marked "Cost of Bidding Documents downloaded from the internet" will be opened, and if the Demand Draft for the cost of the Bidding Documents is not there, or incomplete, the remaining Bid Documents will not be opened, and the Bid will be rejected and the Bidder will be responsible for the same and shall have no right for further participation.
- iii. In all cases, the amount of Earnest Money and validity shall be announced. Thereafter, the Bidder's names and such other details as the Board may consider appropriate, will be announced by the Board.
- iv. The Board will prepare minutes of the Bid Opening, including the information disclosed to those present in the meeting.



- v. The evaluation of Technical Bids will commence after its opening and evaluation will be made with respect of Earnest Money, Qualification Criteria and other information furnished in Part 1 of the Bid. 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.
- vi. Bidders or their duly authorized representative(s), whose Technical Bids are found responsive may attend the meeting of opening of Financial Bids.
- vii. At the time of opening of 'Financial Bids', the names of the Bidders, whose Technical Bids were found responsive, will be announced and the financial bids of only those Bidders will be opened. The responsive Bidder's names, the Bid prices, the total amount of each Bid, and such other details as the Board may consider appropriate will be announce by the Board at the time of opening of Financial Bid. Any Bid Price which is not readable or not recorded will not be taken into account in Bid Evaluation.
- viii. The Board shall prepare the minutes of the opening of the Financial Bids.

16. Allotment Criteria

- i. Before allotment of work order, the Board will evaluate the Bids.
- ii. The Board may in its discretion redistribute allotment 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.
- iii. If there are two or more lowest successful Bidders quoting equal rates, then the Board may award the work to any one or more of them, keeping in view the allotted number of titles. In such cases the work shall normally be allotted to the firm who has got lesser number of titles in these Bids.
- iv. The Chairman also reserves the rights to approve the common schedule for all printers in the best interests of the Board. Then the allotment of job will be assigned by the Chairman on the basis of common approved rates.
- v. After allotting job to the tenderers with lowest bid rates (L-1) or those who negotiate at this rate also (L-1), as per their full capacity or demand (whichever is less), remaining job work will be allotted to the rest of the tenderers on the lowest rates as negotiated between Board Authorities and Printers/ Firms. Preference will be given to the printers having set up of single color printing and work would be allotted as per capacity/demand (4 color printing) whichever is less.
- vi. The Rate contract would be decided on the basis of the best valid rates quoted. If it is considered that the best valid rates quoted by L-1 (best valid Bid) are not reasonable, the negotiations shall be held only with L-1 and a counter offer will be made to the L-1. In case the L-1 Bidder does not accept the counter offer, the Tender would be dropped and recourse would be taken to invite fresh Tenders. Further, in case the L-1 does not have the capability/ capacity to execute the complete order, the supply order in excess of the quantity quoted by L-1 could be placed with L-2 (second best valid Bid) on the rates quoted by L-1. Similarly, if the L-2 is also found to be reluctant to supply the stores as such counter offers or the combined capacity of



L-1 & L-2 does not meet the supply of complete order; the balance supply order could be placed on L-3 (third best valid Bid) or as per acceptance at the rates offered by L-1, and so on.

- vii **Once books will be allotted he has no right to reject the books if rejected. He has to bear the penalty as decided by the competent authority.**

17. Board's Right to vary quantities

- i. At the time of allotment the Board reserves the right to increase or decrease the quantity of books by normally upto 30 (Thirty) percent in each subsequent order from quantity originally specified. However in emergent situation, the Chairman, Punjab School Education Board shall have the power to exceed the order even more than 30%, but on the rates approved by the Publication Committee by allowing extra time for execution of the job as deemed fit by him/ her.
- ii. 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 rates approved by the Publication Committee 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 by the Publication Committee and in such cases the time period of printing and supply of books or its extension will also be decided by the Chairman.

18. Board's right to accept or reject any Bid or all the Bids

The 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 allotment of work, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Board's action.

19. Issue of Intimation Letter & Print Order

- i. Prior to the expiration of the period of Bid Validity, the Board will notify the successful Bidder, in writing that the firm's Bid has been accepted.
- ii. The allotment of work order will be treated as the formation of agreement.
- iii. Upon the successful Bidder furnishing of Job Security, the Board will promptly notify each unsuccessful Bidder and will discharge his/her Earnest Money.
- iv. **Successful Bidders will complete the delivery of allotted books within 30 days. The time period will start from the date of issue of Print Order. This period includes the actual period of proof reading taken by the Board. The firm will get approved the complete proofs within 7 days. The responsibility for getting in time clearance of proofs from the office shall rest completely with the printer. It is the responsibility of the Printer to collect MSS/CDs and all other relevant material necessary for starting the job of printing. The printer shall start the printing of books only on the receipt of the print order in writing and according to instructions given in the final print order.**
- v. **Supplying of Distribution List:-**The distribution list of books will be supplied to the printer not later than 15 days from the date of placing the



order with them. No extra time will be provided to the printer on the ground that the distribution list was not supplied with the work order.

20. Signing of agreement and depositing of Job Security

- i. At the same time as the Board notifies the successful Bidder that the firm's Bid has been accepted, the Board will send the Bidder the agreement Form.
- ii. Within seven (7) days of issue of the intimation letter, the successful Bidder shall sign the agreement and positively return it personally to the Board and also deposit the Job Security for an amount of 10% of the work order and 25% of paper security for paper supplied by the Board.

21. Corrupt or Fraudulent Practices

- i. The 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 agreement execution.
- iii. "Fraudulent Practice" means misrepresentation of facts in order to influence a procurement process or the execution of an agreement which is detrimental to the 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 Board of the benefits of free and fair competition.
- iv. If at any stage, it is found that a particular firm has misinterpreted/ concealed the fact(s) 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.

22. Any point not covered under the Terms & Conditions of the Tender

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



SECTION – 2

QUALIFICATION CRITERIA

1. The Bidder must deposit an Earnest Money of Rs. 2, 00,000 (Rs.Two Lakhs only) in the shape of e-mode online.
2. The Bidder must have the required machinery as given below :-
 - a) **For Four Colour Books**
 - i. One no. - Four-Colour Web Offset or Sheet Fed Offset Printing Machine.
 - For Two Colour Books**
 - i. Two no. – Two Colour Web or Sheet Fed Offset Printing Machine.
 - b) **Full-fledged Plate Making Unit.**
 - c) **Two Trimming/ Cutting Machines.**
 - d) **Full-fledged Binding Unit with 2 Automatic Centre Stitching Machines and at least one Perfect Binding Machine of 3 clamps.**
 - e) **Automatic Folding Machine of 3 folds.**

Note: Fill the Performa for empanelment given in Section 10.

3. The Bidder firm must also submit **undertaking** regarding the following points on the letter head pad to the effect :-
 - a) “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 Board.
 - b) The Firm possesses sufficient go down space for the safe storage of paper required for the printing of the Text-Books and storage of the Printed material.
 - c) That our firm has never disqualified for the Printing & Supply of Text-Books/ Any publication work by the Punjab School Education Board/ Any other Board/ University/ Controller Printing & Stationery Department, Punjab/ NCERT, New Delhi, Ant Text-Books Printing Board/ Agency/ Any Semi Government/ Government Board in India etc. nor any such action is in process against the firm.
 - d) That we shall supply the quantity of Text-Books as per assignment.
 - 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 also agree to the condition if Text-Books are not supplied as per the Terms & Conditions of the Tender, Board will be at liberty to forfeit our EMD/ Job Security/ Paper Security and to impose the penalty as deemed fit by the Chairman of the Board.



- f) That our Bid shall remain valid for one year from date of opening Agreement.
- g) That our firm will execute all jobs such as Type Setting, Printing, Binding, Cutting, Packing, Lamination, Godowning, etc. and all infrastructures required can be arranged in the area available with the firm in house.
- h) That our firm shall not be entitled to make any claim, whatsoever against the Board arising out of the agreement nor we shall be entitled for getting entertained any claim for consideration before the Board and we shall honor the decision of the Chairman, Punjab School Education Board, SAS Nagar.
- i) That our firm has attached a self-attested certificate along with attested photo copies of the Press Registration Certificate, Declarations U/S4 of the Press & Registration of the Books as per Act-1867, certificate regarding Registration & License to work as Factory, and self-attested photocopy regarding **ISO Certification of the firm (if the firm is ISO certified)**.
- j) That our firm or Printing Press/ Presses have registered in India with the competent authority.
- k) That no relationship or business connection exists between the printer and any official or member of the Board.

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 Board 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 in Full)



SECTION 3

INVITATION FOR FINANCIAL BIDS

The Chairman, Punjab School Education Board invites sealed Bids, complete in all respects as per Tender contents from the eligible Bidders for the printing and supply of textbooks. Paper will be supplied by the Board.

(The Chairman has the right to add or delete any title/s & to increase/decrease the quantity and number of pages thereof)

1. **Bidders are to quote percentagewise net rates within Board 'schedule of rates' (Section-5) both in figure and words in the Performa given below.**
2. **The rates quoted by the Tenderers should include all taxes. Board is not liable to pay any taxes to the Tenderer other than the rates quoted i.e. rates quoted should be inclusive of all taxes.**
3. **Board's books are printed mainly in three sizes i.e. 58 x 84 /8 CM , 71 x 102/16 CM and 58 x 84/16 CM so rates has to quoted for all the three sizes in table A, B and C.**

RATES QUOTED AS PER IMPRESSION

Table A

Name of Printing Press/Firm

1. **Upto Quantity Below 25,000 Impression. Size = 71x102/16**

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm



Name of Printing Press/Firm

2. Upto Quantity 25000 \geq 50,000 Impression.

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm

Name of Printing Press/Firm

3. Above quantity 50,000 Impression.

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm



Table B

Name of Printing Press/Firm

1. Upto Quantity Below 25,000 Impression. Size = 58 x84/08 CM

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm

Name of Printing Press/Firm

2. Upto Quantity 25000 ≥ 50,000 Impressions.

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm



Name of Printing Press/Firm

3. Above quantity 50,000 Impression.

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm

Table C

Name of Printing Press/Firm

1. Upto Quantity Below 25,000 Impression. Size = 58 x84/16 CM

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm



Name of Printing Press/Firm

2. Upto Quantity 25000 ≥ 50,000 Impressions.

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm

Name of Printing Press/Firm

3. Above quantity 50,000 Impression.

			Less	At Par	Above
Single Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Double Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____
Four Colour	Reel	In Figures In Words	_____ _____	_____ _____	_____ _____
	Sheet	In Figures In Words	_____ _____	_____ _____	_____ _____

Stamp of the Firm



SECTION – 4

TERMS & CONDITIONS

DEFINITIONS

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

- A. PRINTER means Proprietor/ Partner/ Managing Director of printing Firm.
- B. OFFICE means OFFICE OF THE Punjab School Education Board.
- C. THE BOARD means THE PUNJAB SCHOOL EDUCATION BOARD.
- D. THE Chairman means THE CHAIRMAN OF THE PUNJAB SCHOOL EDUCATION BOARD.
- E. THE SECRETARY means THE SECRETARY OF THE PUNJAB SCHOOL EDUCATION BOARD.
- F. CAPACITY means THE PRINTING CAPACITY of the printer determined by the office.
- G. MSS or MANUSCRIPT means HAND WRITTEN or TYPED MANUSCRIPT OR PRINTED PRESS COPY or DTP COMPOSED MANUSCRIPT OR NEGATIVES/ POSITIVES OF THE BOOK.
- H. 'CONTRACT PERIOD' means A PERIOD OF ONE YEAR FROM THE DATE OF AGREEMENT.
- I. REPLACEMENT PRICE means THE PRICE OF PAPER AS APPROVED BY THE AUTHORITIES OF THE BOARD.
- J. PUBLICATION COMMITTEE means PUBLICATION COMMITTEE (TEXT BOOKS) OF THE BOARD.



ALLOTMENT/AWARD OF CONTRACT:

2. (i) Subject to the fulfillment of other terms & conditions, the work shall be allotted to the printer according to the capacity of the press and on the basis of the rates approved/offered provided the Board is satisfied that the concerned press has the competency to complete the work within the stipulated period and of the desired quality.
(ii) The print order may be increased or decreased by 30% within 7 days after the final print order without giving any extra time for the job, if it is within the capacity of the printer. If the increase in order exceeds 30%, the additional proportionate time will be given.
(iii) If the number of copies is reduced or increased by 30%, printer will not be entitled to any compensation on this account. The rates which are approved and accepted shall be valid for placing of the original order and subsequently extended and/ or reprint orders for printing and supply of the book concerned any time during the period of Agreement i.e. one year from the date of agreement.
3. The Printer to whom work is allotted will have to execute an Agreement on the prescribed form with the Secretary of the Board within 7 days from the date of intimation letter. If the printer fails to execute the Agreement within the specified period of 7 days from the date of receipt of intimation of the allotment letter, the Board may cancel the allotment. The printer shall also furnish **SURETY** as per SECTION 8 on Non-Judicial stamp paper of the value of Rs.100/- to the satisfaction of the Secretary of the Board for the execution of the job allotted to the printer in accordance with terms & conditions.
4. Besides the SURETY as above, the printer shall deposit **JOB SECURITY** in the form of Fixed Deposit Receipt/ Call Deposit Receipt drawn on any Scheduled Bank payable at SAS Nagar Mohali to the extent of 10 % of the value of job work excluding the value of paper. The amount to be paid by the printer as security will be determined by the Publication Branch or any officer authorized by the Secretary at the time of execution of Agreement.
5. Besides this security as mentioned in above paragraph (4), the printer shall pay 25% of the value of issued paper as **PAPER SECURITY** determined by the Board in the shape of Bank Draft at the time of execution of agreement. The amount shall, however, be refunded to the printer after the job has been completed and the bill submitted or otherwise on production of full supply receipts in original. The printers registered as Small Scale Industrial Units can furnish Paper Security in form of FDR/ CDR or Bank



Guarantee valid for a period of one year (As per SECTION 9). **This Bank Guarantee must contain code number, Name and complete address of the concerned Bank Branch.** If the paper is issued to the Printer in one or more installments he may be allowed to rotate the Paper Security after completion of printing/ supply of books of such an installment.

AGREEMENT:

MSS & PROOFS

6. (i) The MSS/ Designs/ Negatives/ Positives/ CD/ Print-outs would be given to the printer complete in all respects on the date of Agreement. If any part of the printing material etc. is not printable the same may be returned within 5 days from the receipt of it, otherwise no complaint etc. will be considered later on and no compensation will be given to the printer. Negatives/ Positives can also be given to the printer for a reprint book. But in that case he will have to carry out all the corrections marked in the MSS. In case of minor change, no payment will be made. But for major corrections/changes, payment will be made as per the approved rates.
- (ii) The printer should get the complete print-order of the book before printing. If a printer fails to get the complete print order of the whole book well in time, the Chairmanshall have the right to cancel the order. Proofs of the whole book should be submitted in one-lot or as directed by the authorities of the Board. The printer shall submit two copies of proofs to the Board. One copy of the proofs duly corrected will be returned to the Printer within 3 days from its receipt. If the office demands fresh proofs due to some alterations/ improvements in the MSS, the Printer shall be compensated for the days so consumed. The printer shall start printing of the book only on receipt of the print order in written form from the Office and shall print the book strictly in accordance with the proofs as approved and follow all such instructions given in the final print orders.

PAPER- ITS RIGHT USE

7. (i) The aforesaid preliminaries having been completed, the indent will be issued to the printer for collecting the paper from the store of the Board which he shall have to collect at his own risk, cost and responsibility. Merely putting in an application for the issue of paper and not actually collecting the same for one reason or the other will not absolve the Printer of the penalty which may be imposed on him on account of delay in the execution of the job. If a printer faces any difficulty in lifting/ collecting of the paper he must bring the same in writing to the notice of the authorities of the Board. However, if paper is not available in the store of the Board, the printer will be duly compensated for the days so lost due to the late supply of the paper. Paper shall be allotted and issued by the Office to the printer subject to its availability in the stock



and in such manner as may be determined by the office. It is made clear to the printer that the paper for the text portion of the book will be issued only after the final print-order of the whole book or as directed by the Office/ is given by the Office and the paper will be issued book-wise. Paper can also be issued to the printer in one or more installments and he shall be bound to accept the same. The printer must use the same paper given by the Board for the specific book for which the paper has been issued to him or as directed by the office in case of an emergency. Any unauthorized use of the Board's paper shall amount to violation of the terms of the Agreement. The order of priority for printing of books in case of a printer, who has been allotted a number of books, shall be determined solely by the Board.

- (ii) The paper supplied by the Board to the Printer shall in no case be used by the printer for any job/book other than the one allotted to him. In case of default, the Publication Committee reserves the right to impose any penalty as it deems fit.
- (iii) White Maplitho Printing Paper virgin pulp of 70 GSM for text and 175 GSM of cover paper will be supplied by the Board. Paper for printing of text-books shall be supplied as indicated below:-

For the Book of Size 58x84cm/8 and 58x84cm/16, water marked paper will be supplied in the shape of 58x84cm sheets / 84 cm reel.

For the Book of Size 71x102cm/16, water marked paper will be supplied in the shape of 71x102cm sheets / 71 cm reel.

Cover paper will be supplied in the size of the book as shown below:

For the Book of Size 58x84cm/8 and 58x84cm/16, the cover paper will be supplied in the shape of 60x84cm sheets .

For the Book of Size 71x102cm/16, the cover paper will be supplied in the shape of 74.5x102cm sheets.

RESPONSIBILITY AND SAFE CUSTODY OF BOARD'S PAPER

8. The printer shall be responsible for the safe custody of paper allotted to him by the Board for the book(s) allotted to him. He shall get the paper insured against fire, flood, and theft at his own cost. In case of any lost or damage caused to the paper due to unforeseen circumstances or otherwise while in custody of the printer, he shall pay the value (replacement price) of text paper and cover paper so lost or damaged according to the replacement price approved by the authorities of the Board. Besides making good the loss, he will be liable to any action that the Chairman may decide to take against him. However, arrangements for meeting the shortage may be made as per discretion of authorities of the Board to get the job completed.
9. (i) No borrowing or lending of paper by the Board is allowed.



- (ii) The Board will be entitled to recover the loss as mentioned in (i) from the printer/ firm or from the partners of the firm and/ or from the Surety jointly and severally. The paper issued to the printer shall remain the property of the Board till the Board receives back the paper converted in the form of books. The safe custody/ maintenance of the Board's paper shall be the sole responsibility of the printer and he is liable to any action for the violation of the Agreement. The Board reserves the right to visit/ enter into the premises of the press and the paper godown of any printer with whom the paper is lying for the purpose of inspection or seizure.
10. (i) In case, (a) the order is cancelled or reduced (b) the printer fails to execute the order in full or part thereof or (c) some paper is left with the printer as balance after the printing of the required copies of the book(s) is completed, the printer shall return/ deliver at his own cost the unused paper lying with him to the Board or to any other party according to the instructions of the authorities of the Board. However, the adjustment of surplus paper can be made against the paper to be consumed for other books being printed with the same printer. The onward adjustments should end as immediately as possible and in no case should be beyond the number of books allotted to a particular firm in that particular session. Otherwise if a printer fails to return the balance quantity of both text and cover paper of the Board, he shall have to pay the value of the paper according to the replacement price approved by the authorities of the Board. If the paper is misappropriated, he shall be liable to criminal proceedings for misappropriation of the paper.
- (ii) The printing bill(s)/securities/earnest money of the printer will not be paid unless the balance quantity of the paper is returned or delivered by the printer according to the instructions of the authorities of the Board or adjustment is made in other allotted book(s) allotted to him for printing.
11. The printer shall be allowed extra paper as wastage (spoilage) @half % per side per color for text/ cover. However, the maximum wastage (spoilage) in case of four color jobs shall be restricted to 3%.

EXECUTION OF THE JOB

12. (i) The Printer shall furnish fortnightly report in writing the progress of printing and binding etc. The officers/ officials of the Board will also keep a strict watch and apply periodical checks while the printing is in progress. The Printer will inform the office in black and white that book(s) allotted to him is/ are under binding with the Binders intimating their names and complete addresses giving the quantity of books as per Performa given in SECTION 12.



(ii) If the printer fails to execute the order in full or part or thereof in the given time for reasons whatsoever they may be, the order may be cancelled and the printing security shall be forfeited, or the case may be dealt under Clause 19.

(iii) If it is established that sufficient steps have not been taken to start the work and the progress is very slow and not maintained to the satisfaction of the office, the Chairman reserves the right to cancel the order and take back the MSS, designs, maps, Positives/ Negatives etc. and text paper/ cover paper or recover its asserted value (Replacement Price in case of text and cover paper) without paying to the printer any compensation for the job done till then.

SPECIFICATIONS:

13. (i) The following are the specifications for the text books to be printed.

Book Size	58 x 84 cm/16	71 x 102 cm/16	58 x 84 cm/8
Untrimmed Size	14.5 x 21 cm	17.75 x 25.5 cm	21 x 29 cm
Printed Area	10.2 x 16.9 cm (24 x 40 em)	13.5 x 20.3 cm (32 x 48 em)	16 x 24 cm (38 x 57 em)
Trimmed Size	13.75 x 19.5 cm	17 x 24 cm	20 x 27 cm

(ii) Leading Indent:

- a) International Numerals matching the type of matter will be used in all the books.
- b) At the start of each Chapter 4em sink (Drop) should be provided or it should be according to the instructions, if any given by the Publication Branch of the Board.
- c) For textbooks required to be printed in 12 pt. Punjabi and Hindi, lead of 3 pt. and for other books required to be printed in 12 pt. (or above), Hindi, Punjabi and 10 pt. (or above) English lead of 2 pt. should be used or as per instructions, if any given by the Publication Branch of the Board.
- d) Inks of grade 'A' quality of standard companies such as Micro, DIC, India, Sakata etc. should be used.
- e) The cover shall be so pasted/ stitched as to ensure that the illustrations or other matter printed on the cover are exactly in the middle of the page. The printer shall take particular care about wire stitching that the stitch is as close to the spine as possible so that it may not conceal the reading matter of the page. The cover will be so pasted that it sticks to the back firmly and that it does not drag the page while opening the book.

14. The printing and get-up of the book(s) should be of high quality, impression should be sharp, even and registration perfect. Cutting/ trimming/ finishing of each book size shall be at right angles on all the three sides without any slant or cross. Maintenance of uniform standard in the finished sizes of the book for the complete run of each job shall be the sole responsibility of the printer entrusted with the work. In case of violation of



the conditions penalty will be imposed on the printer by the Chairmas decided by her which shall be binding on the printer.

15. The printer will not get the printing done for any other printer/ press until and unless the printer is obliged to do so due to some emergency or unforeseen circumstances over which he has no control. But in such a case, the printer will seek the written permission of the office before getting the whole or part of the job as the case may be executed from another party. However, in such cases the responsibility for execution of the job within the stipulated time, the standard of the printing required and supplying the required number of copies of the books at 10 Regional Offices of the Board and the prevention of excess printing of books will be solely that of the original assignee.
16. (i) The printer shall print a book up-to the number as ordered by the Board. Any copies printed in excess through mistake or accidentally shall be delivered to the Board. No payment will be made by the Board for those extra copies. In case of short supply, the sale value (printed price) of the books supplied less than the order shall be recovered from the bill(s) of the printer.
- (ii) The printer shall not print in excess the quantity as ordered by the Board. Any excess printing of allotted books/ found guilty of printing of books not allotted to him shall be treated as unauthorized and the printer shall be held responsible for violating the terms of Agreement. Punishment/ Legal action will be initiated against the printer. If the Printer happens to know that some other printer (not authorized) printing the book one allotted to him then the authorized printer (allottee) must report the Board's authorities in writing immediately.
17. The officials or any other representative of the Board have the right to enter the press or its subsidiaries or the premises of its sub-contractor (Book Binder, etc.) or any other out-house or godown for inspection of the stock of paper, stock of books under print or printed books, design, maps, negatives, positive, or any other material or equipment supplied by the Board and he shall have a right to seize such stocks.

DELIVERY OF BOOKS:

18. (i) **Books being printed underprice will be delivered by him, bound in suitable bundles as per instructions of the Board at 16 Field Offices located at Mohali, Ropar, Hoshiarpur, Amritsar, Bhatinda, Jalandhar, Patiala, Moga , Pathankot, and Nawanshahr.**
- (ii) **Books being printed under free distribution scheme by SSA and Welfare Department Punjab must be supplied at 21 field offices loacted in Punjab.** The printer must take extra special care at the time of dispatch of these books to the Field Offices. **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.

- (iii) If the printer fails to supply the books as per distribution list given by the office then the expenditure incurred by the office on inter-Regional Office-transfer of books will be deducted from bill of the printer.
- (iv) The printer shall personally get the books counted by the District Manager of the Field Office or his nominee at the time of delivery of books at the Field Offices of the Board and shall obtain the receipt from them accordingly.
- (v) The date on which the books get physically received at the Field Offices shall be deemed to be the actual date of delivery.
- (vi) Any extra copies of Books printed in excess accidentally must be returned to the Board as it is property of Board. These extra copies printed will not be entertained by the Board in the bill claimed by the Printer.

LATE EXECUTION OF ORDER:

19. Failure on the part of the printer to make supplies within the stipulated period will render him liable to imposition of the penalty as per the following schedule :

S.No	Delay	Penalty
1	For Delay from 01 to 07 Days	5 % of the amount payable
2	For Delay from 08 to 15 Days	15 % of the amount payable
3	For Delay from 16 to 23 Days	25 % of the amount payable
4	For Delay from 24 to 31 Days	35 % of the amount payable
5	For Delay from 32 to 45 Days	50 % of the amount payable

In case the delay in supply of textbooks exceeds more than 45 days, the printer may be liable to be black-listed for allotment of printing works in addition to the penalties levied as per terms & conditions.



IMPORTANT:

- (i) After 30 days, the case may be presented before the Chairman for the cancellation of the order or further time be allowed on Printer's request for late submission of proofs. In case of cancellation of the order to the press, its security will be forfeited and action shall be taken as envisaged in Clause 12(iii) of Section 4
- (ii) After the expiry of due date, the case may be presented before the Chairman again for further action which may be as under:
 - a. Extra time will be allowed by charging higher penalty as per orders of the Chairman.

OR

- b. Clause 12(iii) shall be applied.

AND/ OR

- c. The printer who has supplied late the contracted books again and again irrespective of the period of delay, he shall be blacklisted/ debarred for further allotments of any printing work of the Board.

NOTE:

If the printer has completed at least half of the total order at the Field Offices of the Board in time and makes further supplies later on according to the distribution list supplied by the office to complete the order, then the penalty would be worked out on the value of the remaining delayed supply only as envisaged in Clause 19. The date of final supply in respect of half supply shall be considered as that on which the last lot is supplied at any Field Office and the period of delay for penalty for remaining lots will be calculated from the date of supply as per the assignment letter inclusive of any compensation of time if due in this regard.

If any material is supplied late to the press and the responsibility of it is on the office, the time will be extended equal to the number of days so lost.

The effective printing capacity of the press will be calculated as total days as per following schedule for the allotment of text-books of the Board according to the machinery available exclusively for the work of the Board. The Board can withdraw the book if the office is not satisfied with the printing capacity (effective) of the concerned press. In view of this Clause the effective printing capacity will be calculated **only if the concerned printer gives an undertaking that machinery etc. available with him shall exclusively be used only for the Board's printing work.**

- i. **40 reams per day for automatic offset sheet fed machine.**
- ii. **100 reams per day for web offset machine.**

MISTAKES:

The penalty for mistakes in a book will be imposed as under:



(A) For Minor Mistakes

Wrong font letter, which do not change the meaning , missing of signs of Bindi, Adhak, Tippi, Matras or Coma etc. which do not change the meaning of the word or sentence, reversed letters, filling in the word/ figures by a spread of ink, a penalty @ 20/- per mistake will be imposed.

(B) For Less Serious Mistakes

Where the printer fails to carry out the mistakes of Bindi, Adhak, Tippi, Matras and marks of punctuation pointed out by the office in the final print order or such signs of mark of punctuation or letter become invisible during the process of printing but such default does not change the sense, a penalty @ ` 40/- per mistake will be imposed.

(C) For Serious Mistakes

- i. Where mistakes which were pointed out by the office but not carried out by the printer, or
- ii. Where non-visibility of letters change the sense of a sentence, a penalty @ Rs.75/- per mistake will be imposed.

(D) For Very Serious Mistakes

In case of wrong printing of word/ sentence/ map/ designs etc a penalty @ Rs. 125/- per mistake will be imposed.

NOTE (i) The rates of penalty as per (A), (B), (C) and (D) are for a unit of 20,000 copies or any part of thereof.

(ii) In case the type setting is done by the Board itself and the printer is given only the master copy of the book , then all above will become inoperative.

(E) The smudgy printing, defective title printing, improper registration penalty will be imposed @1% per form of the valid payment of the Bill. Normally no book in short size shall be accepted. In case there is a variation from the specified size, a penalty of 1% per side of the total valid amount will be levied and even the higher penalty can be imposed.

(F) In case the general get up of the book is defective or standard of production is not satisfactory, the Chairman has the right to impose an additional penalty as he deems fit and in case of grave defect or very bad printing, the whole printing bill of the printer can also be fortified.



20. Recovery of compensation for loss or damage to MSS/ designs etc.

The printer will compensate the Board, for loss or damage caused to the MSS/ designs/ maps/ at the following rates:-

S.No	Damage Caused to	Penalty
1	Design (for language books)	` 200 Per Design
2	Design (for other books)	` 150 Per Design
3	Cover Design	` 600 Per Design
4	Color Design	` 300 Per Design
5	MSS And CD	` 50 Per Page
6	Maps	` 500 Per Map

21. The deduction for the supply of tats (packing material) and reel cores etc. supplied with the paper will be as under:-

S.No.	Type of Tats or Cores	Deduction Rate
1	Tats of 58 x 84 Size bundles	5 per tat
2	Tats of 71 x 102 Size bundles	7 per tat
3	Tats of Reel	7 per tat
4	Reel Cores	7 per tat

GENERAL

22. The printer shall return the MSS, Designs, Maps, Negatives/ Positives, CDs/ DVDs etc to the Board within 15 days after the completion of printing process/ last supply made, failing which the printer will render himself liable to imposition of penalty @ ` 100/- per day. He shall not use the same for a job, other than the one allotted to him vide this Agreement. Any loss of property mentioned in this clause has to be borne by the printer.
23. The proprietary rights of all the stocks of books and paper held in godown of the printer shall vest with the Board.
24. The price of the book(s) shall be got fixed on the two advance copies (Dummy) submitted by the printer. The printer will get proofs of each book approved from the Board or an official authorized before final printing. The Board reserves the right to make additions or alterations in the proofs till the final print order is given in writing. To maintain secrecy of MSS, the responsibility shall be that of the printer in case of default in this respect, the Agreement shall be liable to be cancelled.
25. The printer shall submit an affidavit on a non-judicial stamp paper of ` 100/- in the form as per Section 13 duly attested by a Judicial Magistrate or the Notary Public along with the bill.



26. In case of any dispute arising under this agreement, the Chairman Punjab School Education Board would act as an Arbitrator and his decision shall be final and binding on both the parties.
27. In case of any dispute between the Board and the Printer that is not settled by arbitration, referred to in Clause 26, the Jurisdiction of Court of Law shall be that of SAS Nagar (Mohali) Courts.
28. The printer will submit his bill in triplicate to the Secretary, Punjab School education Board along with following documents:-
- a) Five printed samples of the book. The shortage up-to 7 copies of the book, no deduction shall be made from the bill.
 - b) Acknowledgement receipt of books supplied at the Field offices of the Board.
 - c) Delivery receipt in original, MSS, designs, maps, negatives/ positives, CDs etc. (which are to be delivered to the dealing officials of the Publication Branch).
 - d) Print order proofs along with copy of Print Order (if required by the office).
 - e) An affidavit is required under Clause 25 above on non-judicial paper of ` 100/-.
29. Efforts will be made to make payment within one month of submission of bill(s) properly prepared and complete in all respects. The payments will be made through RTGS to the printer. The printers have to submit the detail of his bank account for this purpose. But the printer will not be entitled to any extra claim or interest in case of any delayed payments.
30. GST, Sale tax and any other taxes will be borne by the printers. Income Tax as applicable will be deducted at source from the bills of the printers for which Tax Deducted at source certificate will be issued. Any other tax levied by Punjab Government will also be borne by the printers.
31. The printer will certify that no relationship or business connection exists between the printer and any official or member of the Board. If this information is found to have suppressed, the Agreement if any, entered into maybe cancelled forthwith without notice. No compensation shall be made to anybody and any security money deposited with the Board may be forfeited.
32. The printer will submit an affidavit to the effect that he has not been disqualified for printing of textbooks by any Govt. or Statutory Bodies on account of printing of spurious text-books or on account of any other misconduct relating to the printing of text-books and no criminal case on this account is pending against him in any Court of Law of India.
33. That the Board may condone the delay or reduce the penalty and take any other appropriate action including grant of extension period for printing/ supply of text books due to reasonable/ genuine circumstances viz. fire, breakdown in electricity, strike and other natural calamities etc. which are beyond the control of the Printer on the production of documentary proof by the printer to the satisfaction of the Board.



34. For any other point which is not covered under the above terms & conditions and in all matters relating to the interpretation of any condition of this Agreement, the decision of the Chairman shall be final and binding to the printer.

35. Sections 1, 2, 3, 4, 5, 6,7,8,9, 10, 11, 12, 13 shall be essential part of this agreement.

I have read carefully all the terms & conditions mentioned above and other Sections also and shall abide by them.

Date _____

Place _____

Full Signature of Printer

(with Rubber Seal of the Firm)



SECTION – 5

SCHEDULE OF RATES OF BOARD

1. Processing Charges:-

a) Text Processing including line illustrations of same size:

S.No.	Size	Rate
1	58 x 84 cm /8	25/-
2	58 x 84 cm /16	20/-
3	71 x 102cm /16	25/-

OR

b) Processing charges per sq. cm. per color for ` 0.25 Per Sq. Cm. per color colored line involving reduction & enlargement multi- colored wash drawing/ photographs including its merger with text.

c) Color Bromides ` 0.50 Paise Per Sq.Cm. per Color

2. (i) Plate Making Charges

S.No.	Size	Rate
1	21 x 30/ 25.5 x 38 cm.	150/-Per Plate/ Color (Cover)
2	58 x 84/58.5 x 91 cm.	200/-Per Plate/ Color (Text)
3	71 x 102 /76 x 102 cm.	235/-Per Plate/ Color (Text)

(ii) Computer To Plate (CTP) Making Charges (Both Sizes) ` 450/- Per Plate/ Color

Note- P.S. plates will have to be used for printing. Plate making charges will be paid after every 1, 00,000 quantity.

3. Cover Printing Per Color Per Side

S.No.	Size	Rate
1	21 x 30 cm	13/- Per Color Per Thousand
2	25.5 x 38 cm	17/- Per Color Per Thousand
3	30 x 42 cm	26/- Per Color Per Thousand



4. Text Printing on Reel and Sheet Paper

Size of Paper	Reel		Sheet	
	Rate Per Ream	Subsequent Color	Rate Per Ream	Subsequent Color
71 x 102 cm	56/-	50/-	60/-	55/-
58 x 84 cm	39/-	34/-	50/-	45/-

Books having less impression and small consumption of paper will be paid extra as per the following schedule:-

Books up to 50 Reams Paper Consumption(without wastage)	10/-Per Ream
Books up to 100 Reams Paper Consumption(without wastage)	8/-Per Ream
Books up to 150 Reams Paper Consumption(without wastage)	5/-Per Ream

5. Binding Charges Per Ream

71 x 102 cm	` 11/- Per Ream (for books printed on sheet paper)
	` 10/- Per Ream (for books printed on reel paper)
58 x 84 cm	` 10/- Per Ream (for books printed on sheet paper)
	` 9/- Per Ream (for books printed on reel paper)

OR

Perfect Binding	From 1 to 200 pages=`0.65 Per Book
	From 201 to 300 pages = ` 0.76 Per Book
	Above 300 Pages = `0.87 Per Book

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.

6. Supply Charges Per Ream (up-to 21 Field Offices)

S.No.	Size	Rate
1	58 x 84 cm	` 18 Per Ream
3	71 x 102cm	` 20 Per Ream

7. Lamination Charges per 100 sq. cm [For Title Covers ` 0.0528]

Note:-

- For calculating binding and supply charges of total reams, both text and cover without wastage shall be counted.
- Lamination, only if specifically mentioned for a particular Book.



SECTION – 6

IMPOSITION OF PENALTIES

A. Printing Mistakes:

The penalty for mistakes in a book will be imposed as under:

- i. **For Minor Mistakes**
Wrong font letter, which do not change the meaning , missing of signs of Bindi, Adhak, Tippi, Matras or Coma etc. which do not change the meaning of the word or sentence, reversed letters, filling in the word/ figures by a spread of ink, a penalty @ ` 20/- per mistake will be imposed.
- ii. **For Less Serious Mistakes**
Where the printer fails to carry out the mistakes of Bindi, Adhak, Tippi, Matras and marks of pronunciation pointed out by the office in the final print order or such signs of mark of pronunciation or letter become invisible during the process of printing but such default does not change the sense, a penalty @ 40/- per mistake will be imposed.
- iii. **For Serious Mistakes**
 - i. Where mistakes which were pointed out by the office but not carried out by the printer, or
 - ii. Where non-visibility of letters changes the sense of a sentence, a penalty @ Rs.75/- per mistake will be imposed.
- iv. **For Very Serious Mistakes**
In case of wrong printing of word/ sentence/ map/ designs etc a penalty @ Rs. 125/- per mistake will be imposed.
NOTE (i) The rates of penalty as per (A), (B), (C) and (D) are for a unit of 20,000 copies or any part of thereof.
- v. In case the general get up of the book is defective or standard of production is not satisfactory, the Chairman has the right to impose an additional penalty as he deems fit and in case of grave defect or very bad printing, the whole printing bill of the printer can also be fortified.

B. Binding :

- i. If the binding is not according to Tender instructions or found improper, a penalty @ 50/- will be imposed.
- ii. In case of short size of book than the prescribed size and/ or disproportionate blank side margins across the text matter spoiling the inner look of the book, a penalty of @ 300/- will be imposed.

Note:– The above rates of penalty are for a unit of 1000 books.

C. Short supply of order/ Improper distribution of books:-

- i. In case the short supply exceeds 1%, two times of the face value of the title will be deducted from the bill. However, Board will be at discretion to get the short supply completed from the defaulter printer free of cost within 15 days



from the date of such communication, in such cases penalty to be imposed will be at the discretion of the Chairman.

- ii. If a printer fails to supply the books at the Field Offices of the Board as per the distribution list supplied by the Board, a penalty @ ` 1000/- will be imposed.

D. Penalty on account of late submission of contract form and Job Security:

If a printer does not submit contract form and job security within 7 days after the issue of Intimation Letter, in such cases, a penalty @ Rs. 1000/- per day for next three days will be imposed and thereafter it will be at the discretion of the Chairman 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.

E. Penalty for unspecified defects:

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

F. Forfeiture of Earnest Money. Job Security and paper security & payment for the job executed on part thereof:

Earnest Money and/or Job Security and Paper Security, and/or, full/part payment can be forfeited in case of corrupt and fraudulent practices exercised by the Bidding firm or in case of incapability of the firm to execute the job which may reflect the reputation of the Board/ Government adversely.

G. Penalty for non-return of CDs/ Proofs/ MSS/ Positives, etc:-

The printer will compensate the Board, for loss or damage caused to the MSS/ designs/ maps/ at the following rates:-

S.No	Damage Caused to	Penalty
1	Design (for language books)	` 200 Per Design
2	Design (for other books)	` 150 Per Design
3	Cover Design	` 600 Per Design
4	Color Design	` 300 Per Design
5	MSS and CD	` 50 Per Page
6	Maps	` 500 Per Map

H. Penalty for late delivery of books/ execution of order:

Failure on the part of the printer to make supplies within the stipulated period will render him liable to imposition of the penalty as per the following schedule :

S.No	Delay	Penalty
1	For Delay from 01 to 07 Days	5 % of the amount payable
2	For Delay from 08 to 15 Days	15 % of the amount payable
3	For Delay from 16 to 23 Days	25 % of the amount payable
4	For Delay from 24 to 31 Days	35 % of the amount payable
5	For Delay from 32 to 45 Days	50 % of the amount payable



In case the delay in supply of textbooks exceeds more than 45 days, the printer may be liable to be black-listed for allotment of printing works in addition to the penalties levied as per terms & conditions.

IMPORTANT:

(i) After 30 days, the case may be presented before the Chairman for the cancellation of the order or further time be allowed on Printer's request for late submission of proofs. In case of cancellation of the order to the press, its security will be forfeited and action shall be taken as envisaged in Clause 12 (iii) of Section 4.

(ii) After the expiry of due date, the case may be presented before the Chairman again for further action which may be as under:

a. Extra time will be allowed by charging higher penalty as per orders of the Chairman.

OR

b. Clause 12(iii) shall be applied.

AND/ OR

c. The printer who has supplied late the contracted books again and again irrespective of the period of delay, he shall be blacklisted/ debarred for further allotments of any printing work of the Board.

I. Chairman, Punjab School Education Board shall have the power:

1. To increase the quantum of penalty specified in this tender as deemed fit.
2. To impose penalty in case of nature of mistakes not covered in this tender.
3. In case the payment of bill has already been made, the recovery of amount of penalty can be made from any of the pending/ subsequent bills of the firm.
4. In case of any dispute arising under this agreement, the Chairman, Punjab School Education Board would act as Arbitrator and her decision shall be final and binding on both the parties.



SECTION – 7

AGREEMENT

THIS DEED OF AGREEMENT IS MADE AT MOHALI ON THIS _____ DAY
OF _____ 20_____.

BETWEEN

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

And

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

Whereas the Board invites tenders for Printing & Supply of Text-Books for the academic year 2020-21 vide tender no. **PSEB/PUB-4/2020** Dated 14/01/2020 on the terms & conditions and rates as per **Section 5** envisaged in the Tender Documents.

AND WHEREAS the Printer has accepted each and every term & condition contained in the Tender Document and after full consideration of the Board's "Schedule of Rates" in **Section 5** submitted rates in the Tender.

AND WHEREAS the Board after thorough examination of all the rates received in the Tender accepted his tender on the rates accepted by the Board and has issued an intimation letter No. _____ Dated _____ to him. The printer vides his letter no. _____ Dated _____ accepted the offer made by the Board. The printer after having accepted the offer hereby undertakes to print Text-Books including their covers in conformity with and in all respects with the provisions of this Agreement accepting all the terms & conditions contained therein.

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

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



Signed by the said Shri/Smt. _____
Proprietor/ Partner/ Managing Director/ Manager of the Printer, on this
_____ day of _____ 20__.

(Full Signature of Printer)

(Rubber Seal of the Printer)

WITNESSES:

1. Name _____

2. Name _____

Address _____

Address _____

Occupation _____

Occupation _____

Signed by Sh. _____ for and behalf of the
Punjab School Education Board, SAS Nagar (Mohali) on this _____ day
of _____ 20__.

SECRETARY/ AUTHORISED SIGNATORY
PUNJAB SCHOOL EDUCATION BOARD

WITNESSES:

1. Name _____

2. Name _____

Address _____

Address _____

Occupation _____

Occupation _____



SECTION – 8
SURETY BOND
(Referred to in Clause 3)

Whereas _____ hereinafter called the Printer

(Name & Address of Printer)

has been allotted the work of printing, Binding & Supply of the Text-Books by the Punjab school Education Board, SAS Nagar (Mohali) (hereinafter called the Board) on the terms and conditions mentioned in the Board's letter no. _____ dated _____ which have been confirmed by the Printer vide his letter no. _____ dated _____ upon conditions inter alia that he will furnish proper Surety for the due performance of the contract. And

Whereas _____ hereinafter called the Surety

(Name & Address of Surety)

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

Now this deed is witnessed as follows:

That in consideration of the Board having allotted the printing, binding & supply work to the Printer on the terms & conditions agreed upon, the Surety hereby undertakes that the Printer shall duly and faithfully execute the work of the printing, binding & supply that has been allotted to him and that may be allotted to him in pursuance of Clause 2&3 and shall perform as per other terms & conditions of the Agreement. The Surety further undertakes to reimburse the Board for all losses & damages that the Board may suffer due to any breach of any of the terms & conditions of the Agreement by the Printer and or to the amount which the Board may be entitled as stipulated damages under terms & conditions of the Agreement. The Board shall be entitled to recover the same from the person and property of the Surety.

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

Place _____

Date _____

Signature of Surety
With stamp of the Printer.

WITNESS

1. _____ (Signature & Address of the witness)

2. _____ (Signature & Address of the witness)



SECTION – 9 BANK GURANTEE

(Referred to in Clause 5)

No. _____

Dated _____

The Secretary

Punjab school Education Board,

SAS Nagar (Mohali)

In consideration of your having agreed to supply paper to M/s _____ (hereinafter called the allottee) on the following Terms & Conditions:

1. You will supply paper to the allottee in the size _____.
2. The allottee shall make use of the paper for printing of Text-Books and not for any other purpose.
3. The allottee shall submit complete account of paper consumed for the printing of books and also left unconsumed.

We _____

(Name of the Bank)

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

Our liability under this bond is restricted to _____ [_____ (in words)] and it will remain till _____ unless an action to enforce the claim under Guarantee is filed to us before that date. The secretary, Punjab School Education Board has the right to get this guarantee extended with the consent of M/s _____ and the Bank shall not release this guarantee even after the date of expiry without the consent of the Board authorities

Dated _____

ACCOUNTANT

MANAGER



SECTION – 10

PERFORMA FOR EMPANELMENT

(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. _____
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 _____

Dated: - _____ Signature of the Printer with rubber seal of the firm.



SECTION – 11

INTIMATION LETTER

No. PSEB/Pub/2020/

Dated _____

To

M/s _____

Subject:- Regarding Printing, Binding and Supplying of Text-Books of the Punjab School Education Board.

You are hereby intimated that the Chairman, Punjab school education Board is pleased to allot the following Text-Books for printing, binding and supplying on schedule rates and on the terms & conditions of the Agreement.

S.No	Name of the Text Book	Sale or SSA or DWO	Quantity	Rates	Time for Printing Or Supply Days
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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

1. Consent Letter regarding the work allotted.
2. 10 % Job Security.
3. 25 % Paper Security.



4. A stamp paper amounting to ` 100/- for Agreement.
5. 15 simple court stamp papers.
6. Surety Bond on a stamp paper of ` 100/- from the Printer who has been currently allotted printing work by the Board.

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

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

Publication Officer
for Secretary.



SECTION – 12

PERFORMA FOR FORTNIGHTLY PROGRESS REPORT

Name of the Printer _____
 Dispatch No. _____ Dated _____
 Order No. _____ Dated _____

1. Regarding Printing

Name of Titles Allotted	Qty	Whether all text Pages Printed. If no, No. of Pending Titles	Whether all Cover Pages Printed. If no, No. of Pending Titles	No. of Incomplete Books	No. of complete Books	Expected date Of Completion Of Job including delivery
1.						
2.						
3.						
4.						
5.						

2. Field Office wise delivery Chart regarding supply of books at the District.

Dated _____

Signature

Name of the Printer

Address _____

Tel No. _____

e-mail _____

NOTE:- THIS REPORT MUST NOT BE IGNORED. FURTHER JOBS WILL BE ALLOCATED ON THE BASIS OF THIS REPORT.



SECTION – 13

BILL PERFORMA TO BE SUBMITTED BY THE FIRM ALONG WITH CASH MEMO AND AFFIDAVIT FOR CLAIMING PAYMENT

(Title wise claim to be submitted)

Name of the Firm _____
Bill No. _____ Date _____
Amount shown in bill (in figures) ` _____ (in words) _____
Work Order No. _____ Date _____
Name of Title _____
Quantity Ordered _____ Quantity supplied _____
Total Amount in words & figures firm as shown in bill _____

Certified that I have used Text/ Cover Paper supplied by the Board in printing and supply of Books.

Certified that I have supplied _____ books to the Board along with Bill No. _____ Dated _____.

I am also submitting herewith the following material/ documents to the Secretary of the Board with the request to make payment amounting ` ____.

(i) _____ (ii) _____ (iii) _____ (iv) _____ (v) _____
(vi) _____ (vii) _____ (viii) _____ (ix) _____ (x) _____

Date _____

Signature

Name of Firm With Seal.

Note:– This PERFORMA should be submitted in addition to affidavit.



SECTION – 14

AFFIDAVIT

(Referred to in Clause 25 of Section 4)

I _____ sole Proprietor

(Name & Address of the Person giving Affidavit)

M/s _____ of

(Name & Address of the Firm)

We _____ Partners

(Name & Address of all the partners should be mentioned)

of _____ Firm

(Name & Address of the Firm)

solely affirm and declare as follows :-

1. That I/ we have printed _____ copies of the Book _____ published by the Punjab School Education Board SAS Nagar (Mohali) as desired. The aforesaid numbers of books have already been supplied to the Board.
2. That no copy of the aforesaid book(s) has been printed in excess.
3. Those _____ copies of the book(s) were accidentally printed in excess and these have also been supplied to the Board.
4. That I/we undertake not to print the book(s) except on an order of the Board in writing.
5. The following paper (Text& Cover), supplied by the Board or vide his Memo No. _____ dated _____ was used for printing of the book(s) :-

Paper used for the text book

Paper used for title cover

(i) Quality _____

Quality _____

(ii) Size _____

Size _____

(iii) Weight _____

Weight _____

(iv) Quantity of Paper _____

Quantity of Paper _____



- (v) The Designs/Negatives of emblem of the Board received for the printing of _____ (Name of book(s) were kept in safe custody under lock & key and have been used for printing of the above number of books and nowhere else, and that I/we have prepared only negatives/ positives from these designs/ negatives and the same has/ have been returned to the office of the Board along with the original MSS/ Designs/ Negatives and that I/we have not prepared any extra blocks from the emblem supplied by the Board and the Negatives/ positives supplied by the board has/ have been returned to the office of the Board.

Place_____

Dated_____

Deponent

Verification

I / we _____ solely affirm and declare that the contents of the above affidavit are true and correct and no part of it is false and nothing has been concealed there from.

Place_____

Dated_____

Deponent



SECTION – 15**PERFORMA FOR ISSUE OF PAPER**

TO

Secretary,
Punjab School Education Board.

Subject:- Issue of paper for the printing of books.

Following text books have been allotted for printing, Binding and supplying vide letter no. _____ dated _____.

NO.	Name of the book	Quantity	Size/Color	Sheet/ Reel	No. of Pages	Amount of Paper

To take up the job kindly issue the paper for the following books against the bank guarantee/ paper security already deposited with the Board.

No.	Name of the Book	Paper security/ Bank Guarantee -Rs.	Size/Color	Sheet/ Reel	Amount of Paper

Dated _____

Signature _____

Name of the Printer _____

Address _____

Tel. No. _____

E-mail _____



SECTION –16

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 after opening 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 _____ 2018 at _____ .

Witness:

1. Signature
Name and Address

Signature &
Seal of Bidder

2. Signature
Name and Address

