

**Punjab LALIT KALA AKADEMI**  
**Punjab Kala Bhawan**  
**Rose Garden, Sector 16 B, Chandigarh 160015**  
**SHORT TERM TENDER NOTICE**

Tender for printing and supply of 200 Nos. soft bound Catalogues containing 84 (76+8 end pages) pages excluding soft cover. (Plus/Minus (+/-) 12 pages for the Punjab Lalit Kala Akademi.

The Punjab Lalit Kala Akademi invites tender through Tender for printing and supply of soft bound Catalogues containing 84pages (76+8 end pages) excluding soft cover. (Plus/Minus (+/-) 12 pages for the Punjab Lalit Kala Akademi as per the schedule given below:

Sr. no	Name of Work	Earnest Money in Rupees	Last Date and time of deposit of tender documents	Date & time of opening Bid (Technical Bid)
1	Printing and Supply of 200 Nos. softbound catalogues in close size 9x9 inches, open size 9x18 inches 84 (76+8 end pages) pages excluding soft cover, Inside text on 160 GSM RSW in 4x4 colour printing with coating, soft cover on 300gsm RSW in 4 color printing with Aquoues coating with U.V. or foiling on cover side. Should include final page checking, colour correction of minimum 150 images and Epson proofing of images, colour dummy should be given for approval and each copy should be packed in appropriate packing and further multiple copies packed in corrugated boxes. To be delivered at Akademi office in Chandigarh. Quotation should also include rates for (Plus/Minus (+/-) 12 pages.	Rs.20,000/-	16 <sup>th</sup> August 2022, upto 4.00 pm	16 <sup>th</sup> August 2022, upto 5.00 pm

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1. The Financial Bid shall be opened for the printers only whose sample of Catalogue shall be approved by the committee constituted for the purpose on the basis of quality of the paper, printing and binding as per rule. The supply order shall be awarded to the printer who quotes the lowest rate from amongst those who qualify in the technical bid.
2. The bid must be accompanied with earnest money deposit (EMD) amount of Rs. 20,000/- drawn in the name of Punjab Lalit Kala Akademi in the form of fixed deposit receipts, Account payee Demand Draft/Banker's Cheque (Valid up to three months) from any of the commercial banks in an acceptable form, payable at Chandigarh and affidavit on the Non-judicial stamp paper, duly attested by the Executive Magistrate/Notary Public, regarding non-black listing/non – prosecution of firm as per Annexure C, must reach in the office of Punjab Lalit Kala Akademi, Punjab Kala Bhawan, Rose Garden, Sector 16 B, Chandigarh on or before 16<sup>th</sup> August, 2022 up to 04.00 pm, failing which tender shall not be entertained and rejected out rightly.
3. In the event of the date of receipt of opening of tender being or being declared a holiday, the last day of receipt/opening of the tender shall be the next working day at the same time.
4. Bid document can be downloaded from the website of Punjab Lalit Kala Akademi [www.punjablalitkalaakademi.com](http://www.punjablalitkalaakademi.com)
5. The financial bid shall be opened on the next day at 2.00 pm only of the technically qualified bidders.
6. The committee reserves the right to reject any or all the tenders without assigning any reason.

**Secretary,**

Punjab Lalit Kala Akademi

#### **INSTRUCTIONS/ GUIDELINES FOR BIDDERS**

The tenderer is required to go through the instructions before submission of tender document.

1. A copy of Tender Notice is enclosed.
2. Tenders duly sealed in envelope and clearly super scribed as tender for the publication of books as under:

- i) The documents required for technical evaluation as mentioned in the terms & conditions /checklist shall be submitted in separate sealed envelopes along with Annexure A and complete tender document duly signed with the seal of the bidders.
  - ii) The financial bid in the format enclosed as Annexure- B shall be submitted in separate sealed envelope.
  - iii) Sealed envelopes I & II should be put in a bigger envelope which shall also be sealed.
3. Unsealed tender(s) will be rejected.
  4. Offers should be preferably typed or written in clear/legible hand.
  5. The tenderer(s) will be responsible to ensure that the tender is received on or before the due date and time in the office of Secretary, Punjab Lalit Kala Akademi.
  6. Each page of tender document should be signed by the tender(s) with seal /stamp of the firm duly affixed on each page.
  7. The tenderer, preferably, should fill the rates and amount in the price schedule attached as Annexure-B.
  8. The tender should indicate specifically the sales tax, duties and levies chargeable against each item.
  9. The printer must have minimum annual turnover of Rs. 70,00,000/- (Seventy lakhs). The bidder should furnish self attested photocopies of balance sheet for the last two years duly audited by the Chartered Accountant.
  10. The bidder must have executed minimum two printing jobs of catalogue or of similar nature work valuing not less than Rupees 5 lakhs during the last 2 years. In this regard the bidder should submit satisfactory performance certificate from the concerned organization.
  11. Self-attested copies of PAN No. & TAN No. must be submitted.

## DETAILED TERMS AND CONDITIONS OF TENDER.

### **1. Qualification criteria –**

- i) The printer/firm must have minimum annual turnover of Rs. 70,00,000/- (Seventy lakhs). The bidder should furnish self-attested photocopies of balance sheet for the last two years duly audited by the Chartered Accountant.
- ii) The bidder must have executed minimum two printing jobs of catalogue or of similar nature work valuing not less than rupees 5 lakhs during the last 2 years. In this regard the bidder should submit satisfactory performance certificate from the concerned organization.
- iii) The bidder must have at least three years experience of printing. The bidder should submit experience certificate having satisfactorily completed the supply order during the last three years.
- iv) The bidder should have the capacity of printing and supply of the Catalogue.

### **2. Scope of work**

Printing and Supply of 200 Nos. soft bound catalogues in close size 9x9 inches, open size 9x18 inches 84 (76+8 end pages) pages excluding soft cover, Inside text on 160 GSM RSW in 4x4 colour printing with coating and soft cover of 300gsm RSW paper in 4 color printing with Aquoues coating with U.V. or foiling on cover side. Should include colour correction of minimum 150 images and Epson proofing of images, colour dummy should be given for approval and each copy should be appropriately packed and further multiple copies packed in corrugated boxes. To be delivered at Akademi office in Chandigarh. Quotation should also include rates for (Plus/Minus (+/-) 12 pages.

#### **a) Paper quality and specification**

Printing and Supply of 200 Nos. softbound catalogues in close size 9x9 inches, open size 9x18 inches 84 (76+8 end pages) pages excluding soft cover, Inside text on 160 GSM RSW in 4x4 colour printing with coating and soft cover of 300gsm RSW with 4 color printing with Aquoues coating with U.V. or foiling on cover side with fabrication. Should include colour correction of minimum 150 images and Epson proofing of images, colour dummy should be given for approval and each copy should be appropriately packed and further multiple copies packed in corrugated boxes. To be delivered at Akademi office in Chandigarh. Quotation should also include rates for (Plus/Minus (+/-) 12 pages.

All the bidders are required to furnish 05 (five) full sheets (folded) of samples for text paper and soft cover to be used in printing as per our specification with the technical bid. The bidder should also submit copy of sample of such catalogues earlier printed by him in order to evaluate the quality of the paper printing and binding. Each sample of paper must be duly signed and stamped by the firm indicating the name of the paper Mill with specification as laid down by the Bureau of Indian standards.

- i) The catalogue should be stitched properly.
- ii) The trimmed size of the catalogue should be as per size prescribed in the tender.

**b) Submission of Proof**

The printer is bound to get approved the colored/Computerized print out of the complete Dummy of the Catalogue for final printing within 5 days from the date of receipt of CD/Soft Copy of the Catalogue.

**c) Delivery of the Catalogue**

The printer shall supply the catalogue complete in all respects within 10 days from the approval of the Dummy of the Catalogue at the office of the Akademi at Chandigarh (F.O.R) at his own cost.

**d) Penalty Clause:**

- i) The Akademi has the right to impose penalty @ Rs. 1000/- per day for delayed supply of the Catalogue.
- ii) In case of inordinate delay in the supply of the Catalogue by the printer in the performance of its delivery obligations, the Akademi shall render the supplier liable for any or all the following sanctions in addition to deduction of the liquidated damages mandatory to be imposed as under:-
  - a) Forfeiture of its earnest money,
  - b) Termination of the supply order.
  - c) Black listing of the firm
  - d) Any other action as deemed fit by the Akademi.

**e) Term of Payment:**

The payment shall be made after the receipt of the complete Catalogue to the satisfaction of the Akademi. The TDS, Taxes etc. as applicable shall be deducted from the payment.

**f) General :**

1. The bidder may inspect the catalogue available with the Akademi to ensure the quality before participating in the bid.
2. The rate should be quoted inclusive of all taxes per catalogue. The delivery shall be made F.O.R at destination i.e. office of Punjab Lalit Kala Akademi, Punjab Kala Bhawan, Sector 16 B, Chandigarh.

3. All the pages of the tender document along with its Annexure must be signed along with seal of the firm.
4. The Technical Bid along with the tender document and its enclosure i.e. affidavit, EMD and sample of catalogue should be sealed in one envelope super scribed as Technical Bid.
5. The Financial Bid should be sealed in a separate envelope super scribed as financial bid.
6. The committee reserves the right to reject any or all the tenders without assigning any reason.
7. The Bidders shall furnish on Non Judicial- Stamp papers duly attested by the Executive Magistrate/Notary and affidavit as per specimen enclose at Annexure –C.
8. Self-attested copies of Pan No, Tan No. and GST Certificate must be submitted.

**g) Jurisdiction**

1. The courts of Chandigarh alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Chandigarh Court shall have jurisdiction in the matter.

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### Technical Bid

Performa for evaluation of technical performance of the Tender

<u>1</u>	Name of the printer with complete address	
<u>2</u>	Status of whether the printer is company /partnership firm. Whether the proof and registration of the firm has been submitted.	
<u>3</u>	Whether copy of resolution passed by the executive body authorizing the specific officer/partner for signing the document for the tender has submitted.	
<u>4</u>	Whether experience certificate of 3 years as per tender document for printing of catalogue of Punjab Lalit Kala Akademi is submitted.	
<u>5</u>	Whether an affidavit on the non judicial stamp paper, duly attested by the Executive Magistrate / Notary Public has been submitted on line and in physical form an per Annexure C.	
<u>6</u>	Whether the technical bid and price/financial bids have been submitted.	
<u>7</u>	Whether each page of the tender document has been signed/ initialed by the tenderer and also the forwarding letter has been submitted by the authorized signatory	
<u>8</u>	Whether the proof of Annual turnover of Rs. 70,00,000/- (Seventy lakhs) has been submitted	
<u>9</u>	Whether the Bid guarantee/earnest money deposit in the form of fixed deposit Receipt or account payee demand draft/banker cheque from any commercial bank, in an acceptable form payable at Chandigarh for an amount of Rs. 20,000/- has been submitted in physical form	
<u>10</u>	Whether the bidder has submitted the proof of executing minimum printing job of 2 Catalogue or similar nature work valuing more than rupees 5 lakhs	

	during the last 2 years.	
<u>11</u>	Whether the bidder has submitted the copy of PAN No./ TAN No. and GST Certificate	
<u>12</u>	Any other information	

**FINANCIAL BID**

Sr. No	Description	Tentative Qty.	Rate per copy inclusive of all taxes
1.	Printing and Supply of 200 Nos. softbound catalogues in close size 9x9 inches, open size 9x18 inches 84 (76+8 end pages) pages excluding soft cover, Inside text on 160 GSM RSW in 4x4 colour printing with coating, soft cover Of 300gsm RSW with 4 color printing with Aquoues coating with U.V. or foiling on cover. Should include colour correction of minimum 150 images and Epson proofing of images, colour dummy should be given for approval and each copy should be appropriately packed and further multiple copies packed in corrugated boxes. To be delivered at Akademi office in Chandigarh. Quotation should also include rates for (Plus/Minus (+/-) 12 pages.	200 Nos.	

(To be furnished on non-judicial stamp paper duly attested by the 1st Class Magistrate).

**AFFIDAVIT**

I/We/M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ and manufacturing/supply base at \_\_\_\_\_ do hereby declare and solemnly affirm that I/We have not been Black-listed, by any state/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated /pending or any penalty has ever been levies due to delay of non completion of work/supply order by State/UT/Central Government or by any authority.

Place: \_\_\_\_\_

**DEPONENT**

Date: \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place: \_\_\_\_\_

**DEPONENT**

Date: \_\_\_\_\_