

HIMACHAL PRADESH TAKNIKI SHIKSHA BOARD, DHARAMSHALA-176057

Subject:- Short Notice Inviting Quotation.

This Board Intends to print and supply the Prospectus of Polytechnic Admission Test 2012, Lateral Entry Admission Test 2012 and Admission to Engineering/Architecture Diploma courses, running in various Govt./Private Polytechnics in H.P. and envelopes as per the specification given below:-

आवश्यक नोट:-

Sr. No.	Particular of Documents:	Description of Size	Approximate Quantity to be printed
1	Prospectus (PAT)	Comprising of approximately 84 pages size width 8.6"x10.7" Height) Both side Single colour printing 42x2. Specification: a) Paper Quality: Map Litho Paper 70 gsm. b) Title page & back page cover: 220 gsm. Mat paper in two colours with pure white background on front & back side of the cover. c) Inside Printing: Single colour.	30,000 for P.A.T
2	Prospectus(LEET)	Comprising of approximately 68 pages size width 8.6"x10.7" Height) Both side Single colour printing 34x2. Specification: a) Paper Quality: Map Litho Paper 70 gsm. b) Title page & back page cover: 220 gsm. Mat paper in two colours with pure white background on front & back side of the cover. Inside Printing: Single colour.	3000 for LEET
3	OMR Application Forms (pre scanned) to ensure correctness of Bar Code/OMR Codes.	Scannable OMR Application Form: a) Size: A4 b) Printing: Both side in one colour with bar code & Numbered at two Places. c) Paper Weight: 100 gsm. d) Colour: (i) General = Pink Colour (ii) Reserved = Blue Colour (colour can be changed) e) All should be Pre scanned & tested.	30,000 for P.A.T Gen. = 18,000 Reserved = 12,000
4	ICR Application Forms (Pre scanned) to ensure correctness of Bar Code/ICR Codes.	Scannable ICR Application Form: a) Size: A4 b) Printing: Both side in one colour with bar code & Numbered at two Places. c) Paper Weight: 100 gsm. d) Colour: (i) General = Magenta (iii) Reserved = Pink (colour can be changed) e) All should be Pre scanned & tested.	For LEET = 3000 Gen. = 1800 Reserved = 1200
5	Outer printed envelopes for prospectus and other enclosures (two colours. a) For General White colour. b) For reserved Khaki colour)	Size 12"x 9" (Size may Vary) Specification: a) Size: 30 x 23 cm size (the size of the Outer Envelop will depend upon the size of prospectus) b) Paper Weight: 80 gsm. With single colour printing on one side.	For PAT 30,000 White colour = 18,000 Khaki colour = 12,000 For LEET White colour = 1800 Khaki colour = 1200

6	Inner printed envelopes (for sending OMR Application Forms windows type for PAT)	Size 10" x 6" cm. (Size may Vary) Specification: a) Size: 23" x 16" cm. (the size of the Outer Envelope will depend upon the number of folds that can be given to the OMR Application. Size of window should such that Bar Code & Sr. No. of Application Form should be visible through it so that it can be scanned by Bar Code Reader.) b) Paper Weight: 80 gsm. c) Printing: Front side single colour. d) Envelope Colour: (i) for General Category White. (ii) For Reserved Khaki colour.	30,000 for P.A.T
7	Inner printed envelopes (for sending ICR Application Forms windows type for LEET)	----- do-----	3000 Nos. for LEET
8	Documentation: Sr. No. of OMR Application Form, Prospectus and Outer Printed Envelopes should be same.	The Serial no. mentioned in OMR Application Forms, Prospectus & Outer envelopes are as below: For PAT: i) For General Category = 20001 to 38,000 ii) For Reserved Category = 50001-62000 For LEET: i) 80001 to 81800 for Gen. Category ii) 90001 to 91200 for Reserved category.	

- 1 टेंडर में प्रोस्पैक्टस **OMR, ICR, Envelope की दरें PAT व LEET** के लिये अलग-2 mention करनी होगी क्योंकि अलग-2 आईटम को भी जरूरत के अनुसार मुद्रित करवाना पड. सकता है इसलिये सभी आईटम के अलग-2 रेट दिये जायें, यदि उक्त की दरें अलग-2 नहीं दर्शाई होगी तो लिमिटेड टैन्डर को रदद समझा जायेगा । जिसके लिए प्रोफोर्मा का प्रारूप संलग्न है ।
- 2 प्रिंटर को **earnest money** के रूप में कोटेशन के साथ 10000/- रुपये का **Demand Draft** अलग-2 **PAT व LEET** हेतू सचिव, हिमाचल प्रदेश, तकनीकी शिक्षा बोर्ड देय धर्मशाला के नाम बनवाकर लगाना होगा ।
- 3 उपरोक्त प्रोस्पैक्टस तथा लिफाफे कार्य आदेश जारी होने की तिथि से 15 दिन के भीतर मुद्रित होने चाहिए तथा **Proof Reading** इस अवधि के मध्य/भीतर ही बोर्ड कार्यालय से करवाई जानी अनिवार्य होगी ।
- 4 **Final** मुद्रण से पूर्व **Proof Reading** बोर्ड कार्यालय से करवाना होगा तत्पश्चात ही प्रोस्पैक्टस मुद्रित करनी होगी ।
- 5 OMR Application Form तथा लिफाफों पर कमांक **Red Ink** से (**machine printed**) द्वारा **20001 to 38000 General category व 50001 to 62000 Reserved category (PAT) तथा for LEET General category 80001 to 81800 व Reserved category 90001 to 91200** से लगातार मुद्रित किये जाएं तथा पैकिंग के समय विशेष ध्यान रखा जाये की प्रोस्पैक्टस, OMR Application Form, ICR Application Form, Outer Envelope का सिरियल नम्बर एक सा हो ।
- 6 **Title cover** पर दिए गए नमूने/शब्दावली अनुसार ही मुद्रण होना चाहिए ।
- 7 प्रोस्पैक्टस तथा अन्य सम्बन्धित समस्त दस्तावेजों के मुद्रण का रंग एक ही होना चाहिए ।
- 8 प्रोस्पैक्टस में मुद्रण दोनों भाषाओं हिन्दी तथा अंग्रेजी में स्पष्ट होना चाहिए ।
- 9 OMR (PAT) /ICR(LEET) Application Form shall be packed in the Inner Printed Envelope.
- 10 Both the Prospectus and the Envelope containing OMR, ICR Application Form should be packed in the Outer Envelope.
- 11 प्रोस्पैक्टस की पैकिंग प्रति 100 के हिसाब से गन्नी बैग में पैक होनी चाहिए तथा गन्नी बैग के बाहर पैक की गई प्रोस्पैक्टस की कम संख्या तथा कुल संख्या भी साफ शब्दों में अंकित होनी चाहिए ।
- 12 The rated quoted should be F.O.R. destination.
- 13 प्रोस्पैक्टस से सम्बन्धित प्रयोग होने वाली समस्त सामग्री, कागज, Outer Cover Envelope, OMR sheets along with envelopes) Specification के अनुरूप ही होनी चाहिए ।

- 14 **OMR, ICR Application Form scan** करके सप्लाई किया जाना होगा तथा जिस भी मैसर्ज से OMR/ICR आप द्वारा क्य किया जाना है उसे एक **Certificate** देना होगा कि इसमें भरा डाटा सही scan होगा।
- 15 प्रोस्पैक्टस का कार्य समयबद्ध है। यह सीधे तौर पर प्रवेश प्रक्रिया से जुडा है, आपको Agreement करना होगा कि इस कार्य को समयबद्ध तरीके से पूरा करुंगा तथा इस तरह के डुप्लीकेट फार्म भी और कहीं से नहीं बेचे जाएंगे।
- 16 प्रोस्पैक्टस, **OMR, ICR Envelope** आपूर्ति आदेश जारी करने के 20 दिनों के भीतर इस कार्यालय को सप्लाई किए जाने है।
- 17 आपको **Performance Warrenty 100000/-** रुपये **PAT** हेतू तथा 25000 **LEET** हेतू **Pledge** करवानी होगी, यदि दिए गए आपूर्ति आदेश की सप्लाई समय पर नहीं की जाती है तो **Performance Warrenty** राशि जब्त कर ली जाएगी।
- 18 आपको प्रिंट करने के लिए **Material Hard Copy** में दिया जाएगा।

Terms & Conditions:

- (i) Quotation should be properly sealed/gummed. Quotation received after due date/time shall be rejected straightway.
- (ii) ST/VAT if any, to be charged, may be mentioned clearly.
- (iii) Sample of different papers/envelopes must be attached with the Quotation/Offer.
- (iv) Lowest Quotation can also be rejected if the specification mentioned, Sample attached do not match the requirement.
- (v) Undersigned reserves the right to change the date, time & venue for receipt of the quotation without assigning any reason.
- (vi) The specimen of prospectus and envelopes to be printed/supplied can be seen in the Board Office on any working day up to 5.00 PM.

You are therefore requested to quote your lowest rates along with the samples of the paper and envelopes. So as to reach in this office of the undersigned on or before **02-02-2012** by **2.00 pm**. The same shall be opened on the same day at **3:30 pm** in the presence of the Parties or their authorized representatives. The envelope containing quotations shall inscribe on its top as "Quotation for PRINTING/SUPPLY OF PROSPECTUS/ENVELOPES TO BE OPENED ON **02-02-2012**." Negotiation if any will also be held on the same day at **02-02-2012**.

SECRETARY.

Performa for quoting Rates:

Sr. No.	Particular	Rates quoted for PAT-2012	Rates quoted for LEET-2012
1	Prospectus		
2	OMR Application Form		Not Applicable
3	ICR Application form LEET	Not Applicabale	
4	Outer printed envelopes for Prospectus		
5	Inner Printed envelopes(for sending OMR Application Form window types for PAT)		Not Applicable
6	Inner Printed envelopes(for sending ICR Application Form window types for LEET)	Not Applicabale	
7	Tax if any		

Note: Non indication of tax will be considered inclusive of tax.

FOR Destination:

Signature_____