



PUNJAB SCHOOL EDUCATION BOARD

SHORT TERM TENDER DOCUMENT FOR TYPE-SETTING /

COMPOSING / DESIGNING OF TEXT BOOKS

(ACADEMIC SESSION 2026-27)

Complete Address of Office:

Punjab School Education Board,
Vidya Bhawan,
Phase-8, Sector 62,
S.A.S. Nagar.
Phone: -0172-5227184

Board Website : www.pseb.ac.in
E-Tender Website : <http://eproc.punjab.gov.in>

PUNJAB SCHOOL EDUCATION BOARD
SHORT TERM TENDER DOCUMENT FOR
Type Setting, Composing and Designing of Text Books
for Classes I to XII.

(ACADEMIC SESSION 2026-27)

Ph 0172-5227184

Tender Notice No.PSEB/ PUB /05/2025

Website www.pseb.ac.in

PUNJAB SCHOOL EDUCATION BOARD invites online Type Setting, Composing and Designing of Text Books for Classes I to XII.

Sr.No.	Name of Item(s)	I ii iii iv	Estimate. Earnest Money. Processing Fee. Tender Form Cost.	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	Type Setting, Composing and Designing of Text Books for Classes I to XII.	i	Rate to be quoted by the bidder.	i 03.11.2025	11.00 AM
		ii	Rs. 50000/-	ii 17.11.2025	01.00 PM
		iii	As applicable	iii 17.11.2025	01.00 PM
		iv	Rs. 6000/- (Non-Refundable)	iv 17.11.2025	3.00 PM
				V To be intimated later on	

Public Notice for Inviting e-Tender

(Punjab School Education Board)

Online bids are being invited from the established bidders in India having minimum two years' experience in the field of Short Term Tender For Type Setting, Composing and Designing of Text Books for Classes I to XII.

Cost of this bid documents is Rs 6000/- and Earnest money is Rs 50000/- which is to be deposited through Online mode only.

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

For participating in the above e-tendering process, the Bidder shall have to get themselves registered with <http://eproc.punjab.gov.in> and get user ID, Password. Class-3 Digital Signature is mandatory to participate in the e-tendering process. Corrigendum if any will be issued on website only. For any clarification/ difficulty regarding e-tendering process flow, please contact us on 0172-2970263, 2970284.

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

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General Conditions

1. Interested bidders can purchase the tender documents online from Rs 6000/-(Six Thousand).
2. The tenderers will have to deposit Earnest money of **Rs. 50000/-(Fifty Thousand)** which is to be paid through E-mode only. Other modes of payment shall not be considered.
3. **Tender Form Fee 6000/-(Non Refundable)** shall be strictly paid through E-mode. Other modes of payment shall not be considered.
4. Tender processing fee to **6000/-** shall be strictly paid through online mode (**IPG/ Net Banking**). Other modes of payment shall not be considered.
5. Technical Bids and Financial Bids shall be opened in the presence of the Bidders or their authorized representatives, who may wish to be present. Technical bid should not contain financials.
6. Any delay, in receipt of Bids after due date and time would be considered as late submission of Bid and such Bids shall be summarily rejected.
7. 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 shall attach scanned copies of all documents, i.e. Bid Security, Tender Form Cost and the certificates etc. as required in tender document.
8. Financial bids will be opened only of those firms who will qualify in Technical Bids.
9. 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.
10. Corrigendum/ Addendum/ Corrections, if any will be published on the website and no separate notices shall be issued.
11. 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.

12. Definitions

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. Bidder means Partnership/Proprietorship /Agency/ 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, Type Setting, Composing and Designing of Text Books CAPACITY of the Bidder 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. TENDER COMMITTEE means TENDER COMMITTEE (TEXT BOOKS) OF THE BOARD.
- J. Typesetting: Here "Typesetting" means typed matter in page maker/ in design file from the manuscript hard copy lessons in Unicode of respective language.
- K. Composing : Here "Composing" means Layout in form of book size, pasting photographs, designs and converting text into single colour/ two colour,/four colour according to guide lines of manuscript lessons. The composed matter has to be prepared in in design format ready for Printing.
- L. Designing.: Here "Designing" means need based Cover Designs, Illustrations, Simple Designs, Photographs & Special Designs as per the requirement of the manuscript.
13. Chairman, Punjab School Education Board reserves the right to accept/reject any or all tenders without assigning any reasons and has the power to vary any term of the tender for practical reasons.
14. The sections of the tender shall be read as part & parcel of the general conditions of this tender from section 1 to section 13.

SECTION - I

TENDER SUMMARY

Sr. No.	Tender No	
1.	Description	For Type Setting, Composing and Designing of Text Books for Classes I to XII. .
2.	Earnest money	Rs. 50000
3.	Tender Document Cost	Rs. 6000/- (Rs Six Thousand)
4.	Sale of tender document.	Date: 03.11.2025 Time: 11.00AM
5.	Last Date and time of sale of tender document	Date: 17.11.2025 Time: 1.00PM
6.	Last Date and time of bid Submission online	Date: 17.11.2025 Time: 1.00PM
7.	Venue, Date & Time for opening Technical Bid	<ul style="list-style-type: none">• Venue: Secretary office• Date: 17.11.2025• Time: 3.00 PM.
8.	Date of Time of opening Financial Bid	To be intimated later on

SECTION – II

INSTRUCTIONS TO BIDDERS

1. Details of Works:

Details of scope of work is given in Section-V.

2. Eligible Bidders :

The bidder shall be registered with the Central Excise/ Custom Department/GST for the purpose of Service Tax.

3. Cost of Bidding :

The bidder shall bear all costs associated with the preparation and submission of the bid. Board will in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

4. Bid Document :

4.1 Bid document includes:

- 4.1.1 Notice Inviting Tender.
- 4.1.2 Instructions to bidders.
- 4.1.3 General condition (Commercial) of the contract.
- 4.1.4 Special conditions of contract.
- 4.1.5 Details of Scope of Work.
- 4.1.6 Technical Bid Performa.
- 4.1.7 Financial Bid Performa.
- 4.1.8 Bid Form.
- 4.1.9 Letter of Authorization to attend bid opening.
- 4.1.10 Declaration regarding near relationship with PSEB employees.
- 4.1.11 Declaration regarding the firm is not blacklisted, debarred

4.2 The bidder must have adequate and sufficient infrastructural Hardware-including Desktop computers, Scanners, Software other equipments (as per requirement), all software and manpower to carry out the work are to be arranged by the agency at their own cost.

4.2.1 FIVE (05) Computer Systems or above with minimum dual core configuration .

4.2.2 The agency should preferably have at least 1 high speed/ performance/ resolution scanners & at least 1 black and white.

4.3 Technical support shall be provided 24x7 to the board.

4.4 The bidder is requested to examine all Instructions, Forms, Terms and conditions in the Bid Document. Failure to furnish all the information required as per Bid Document or submission of the bid not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the Bid.

4.5 The bidder shall have adequate infrastructure, manpower and other resources to

accomplish the entire end to end task as per the quantum of work referred in the bid document as well as the time frame specified by the board.

- 4.6 Joint bids or outsourcing or subletting of any nature/third party shall not be acceptable.

5. Copy of Documents required to be submitted for establishing Bidders Eligibility and Qualifications.

- 5.1 The Concerned party shall have average turnover of at least 10 lacs for last 2 financial years and Latest Income Tax Return should be submitted.
- 5.2 The concerned party shall not currently been blacklisted/ debarred/ prohibited by Government of India/ Government of Punjab or by any other state Government or Board/University nor any case including criminal, civil.
- 5.3 The concerned party shall not undertake or continue any kind of work/contract with any of the school/institute affiliated to PSEB during the currency of their work.
- 5.4 The concerned party should preferably have experience of total volume of 2500 pages with at least 500 pages in a single assignment of Type Setting, Composing and Designing of Text Books in last 2 financial year of any Board/ University/ Government Institute/ Semi-Government Institute/ corporate bodies.
- 5.5 Proof of :- Proof of Hardware facilities described as per clause 4.2
- 5.5.1 Registration certificate for Service Tax/GST if applicable
- 5.5.2 PAN Card
- 5.6 Tender Document fee and Earnest money (EMD) for the amount as prescribed for various work.

6. **Pre Bid :-**

- 6.1 A prospective bidder requiring any clarification on the Bid document shall notify the Board in writing on pre bid meeting as per scheduled in tender. The Board shall notify in writing to any clarification received on the day of Pre-Bid. Pre-Bid clarification shall not be accepted through postal services/ Email.

6.2 **Amendment to bid document**

- 6.2.1 At any time, prior to the deadline for submission of Bids, the PSEB may amend the Bidding Documents by issuing an addendum/corrigendum.
- 6.2.2 Bidders are advised to keep themselves updated with the information displayed on the E-Tender website and the PSEB shall not be responsible in case the Bidder has not received such addendum/corrigendum in the manner stated above.
- 6.2.3 The PSEB may, at its discretion, extend the deadline for the submission of Bids.
- 6.2.4 PSEB reserves the right to modify the tender on the basis of clarifications, if any.

7. **Documents Comprising the Bid**

The bid prepared by the bidder shall comprise the following components.

- 7.1 Documentary Evidence established in accordance with clause 2 and as detailed in clause 5 that the bidder is eligible to bid and is qualified to perform the contract.

- 7.2 Earnest Money furnished in accordance with clause 11.
- 7.3 A clause by clause compliance as per clause 10.
- 7.4 Bid Form and price schedule completed in accordance with clause 8 and 9.
- 7.5 Affidavit for not blacklisted/debarred by any Board/University/ Government Department.

8. Undertaking (Bid Form)

The bidder shall complete the undertaking (Bid Form) and the appropriate price schedule furnished in the bid document covering the services to be rendered and price schedule as per Section-V.

9. Bid Price.

- 9.1 The bidder supplier shall quote strictly as per Financial Bid given in Section-VII.
- 9.2 The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non responsive and rejected.

10. Clause by Clause Compliance.

A clause-by-clause compliance of services to be provided (Section IV), and special conditions (Section IV) shall be given. In case of deviation, a statement of deviation shall be given.

11. Earnest money

11.1 The Bidder shall furnish Earnest money of Rs. 50000/- as part of the Earnest money, as specified in the bidding schedule.

11.2 The Earnest money required is to protect the Board against the risk of Bidder's conduct which shall warrant forfeiture of Earnest money.

11.3 The Earnest money shall be deposited through E-mode only.

11.4 Any Bid from a Bidder, without Earnest Money shall be rejected by the Board.

11.5 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 shall not be bound to release the Earnest Money in the stipulated period.

11.6 The Earnest Money of the successful bidder shall also be considered as performance Security upon the bidders acceptance of the award of contract satisfactorily in accordance with clause 15 along with agreement(Non-judicial stamp paper of Rs. 100/-)

12. The Earnest Money may be forfeited:

12.1 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 refuses to execute the job, then the Bid Security deposited with the Bid shall be forfeited and firm shall be blacklisted.

12.2 The Earnest Money shall be forfeited if the successful bidder fails to :

12.2.1 To sign the contract.

12.2.2 In case of fraudulent and corrupt practices.

12.2.3 Fails to furnish performance security in accordance with clause 2 of Section

12.3 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 Bid Security, if not released shall be forfeited and the Chairman may allot the

work to some other eligible firm.

13. Format and Signing of Bid.

- 13.1 The Bidder shall submit only one Bid.
- 13.2 The Bid shall be signed by the Bidder or a person(s) duly authorized to sign the Bid to the contract and submit the authorization.
- 13.3 In E-Tendering, in case the documents as required by the bid document are not uploaded by the Bidder, the bid shall be straight way rejected.
- 13.4 Failure to abide by any of the instructions will make the Bid liable to be rejected

14. Submission of Bid.

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

Part 1: Technical Bid

To be opened on the date & time as specified in the Bidding Schedule. The Qualification and eligibility criteria of the bidder shall be established as per Technical Performa.

Part 2: Financial Bid

The rate mentioned under scope of work in Section V(both in figures and words) to be submitted in the E-Tender financial Performa.

15. Bid opening

The Committee of the Board headed by the Chairman will open the Bids received 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.

16. Evaluation

- 16.1 The Cost of Bidding Document downloaded from the internet will be opened first. In any case if the cost of the Bidding Documents /E-payment is not there, or incomplete, the remaining Bid Documents will not be opened, and the Bid will be rejected. The Bidder shall be responsible for the same and shall have no right for further participation.
- 16.2 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. Any Bid from a Bidder, without Earnest Money shall be rejected by the Board.
- 16.3 The Board will prepare minutes of the Bid opening, including the information disclosed to those present in the meeting.
- 16.4 The evaluation of Technical Bids will commence after its opening and evaluation shall be made with respect of Bid security, Qualification and Eligibility criteria and other information furnished in Technical Performa of the Bid. On the basis of such evaluation a list of the responsive Bids shall be drawn up. The Financial Bids of only those Bidders, who qualify in the evaluation of the Technical Bids, shall be considered.
- 16.5 Bidders or their duly authorized representative(s) whose Technical Bids are found Suitable may attend the meeting of opening of financial Bids.
- 16.6 Technical Bid will be evaluated by the Committee.

- 16.7 Premises of new agencies shall be visited / inspected by the committee of Board's officers to ensure competency and capability of the agency without disclosing the date of visit.
- 16.8 Financial Bids of only those bidders will be opened who are found suitable and eligible as per technical bids and inspection.
- 16.9 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 and such other details as the Board may consider appropriate will be announced by the Board at the time of opening of Financial Bid.
- 16.10 Board shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered as indicated in the Financial Bid in Section VII of the bid document.

17. Award of Contract

Punjab School Education Board, S.A.S. Nagar, will consider placement of letter of intent to those bidders whose offers have been found technically and financially acceptable. The bidder will give his acceptance along with performance security in conformity within 7 (Seven) days of issue of letter of intent.

18. Right to vary quantities

Punjab School Education Board, S.A.S. Nagar shall have the right to increase or decrease the required services specified in the schedule of requirement without any change in charges of the offered quantity and in other terms and conditions at the time of award of contract.

19. Signing of Contract and depositing of Performance Security :

- 19.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.
- 19.2 Upon the successful bidder furnishing the Performance Security the PSEB will discharge its Earnest Money in pursuant to clause 11.

20. Annulment of Award

Failure of the successful bidder to comply with the requirement of clause 19 shall constitute sufficient ground for the annulment of the award and forfeiture of the Earnest Money in which event PSEB may award the work to any other bidder as the discretion of PSEB or call for new bids.

21. Period of validity of bids

- 21.1 The bid shall remain valid for 60 days after the date of Closing date and time of sale of bid. A bid valid for a shorter period shall be rejected by Board as non-responsive.
- 21.2 A bidder accepting the request of Board for an extension to the period of bid validity, in exceptional circumstances, shall not be permitted to modify his bid.

22. Allotment Criteria:

- 22.1 Before allotment of work order, the Board will evaluate the Bids.
- 22.2 The Board may in its discretion work 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.

- 22.3 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 Performance certificate submitted or/ and as desired in the best interest of board.

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

The Chairman of the 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 or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Board's action.

24. Corrupt or Fraudulent Practices:

- 24.1. 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.
- 24.2. "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.
- 24.3. "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.
- 24.4. If at any stage, it is found that a particular firm has misrepresented/ concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.
- 24.5. Any firm found involved in above cases may be blacklisted or/ and debar by the Board.

25. 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.

26. Life of BID:

The allotment of work will be made for one year in first instance, which can be extended to the second year on the basis of performance.

SECTION III

General (Commercial) Conditions of Contract

1. Application

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in Notice Inviting Tender unless otherwise agreed by BOARD.

2. Performance Security

- 2.1 Performance Security of Rs. 50000/- shall be submitted in the form of online mode only.
- 2.2 Performance Security shall be discharged after completion of bidder's performance obligations under the contract.
- 2.3 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for PSEB to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

3. These vendors shall be required to visit the Punjab School Education Board (once in a week) to collect the Manuscripts (MSS)/work. They shall lift the first assignment of the work as per their declared capacity within 3 working days of the execution of the contract. For further allotment of work the quality, efficiency, timely execution and accuracy of the work done shall be the deciding factors.

4. The allocation of work shall be done in the form of Lessons/Blocks/ Pages . Each Block shall normally comprise of two or more lessons, as determined by the Punjab School Education Board from time to time.

5. The Typesetting/Composing of text has to be made in the following sizes:

- a. For page size (even/odd) 8.27" × 11.69" (A4)
The page must carry :
45 lines in English Medium and 38 lines in Hindi/Punjabi Medium
- b. For print area 8.27" × 11.69" (A4) with 1" left and 1" right "1" Top "1"
Bottom margin on both pages of the lesson.

Note : All type-setting has to be done with normal character spacing. Type-setter must submit the entire type-set matter in one format (Page Maker , Corel Draw or InDesign).

5.1 Specification for Typesetting:

Matter	Language	Font Size	Font	Font Style
Text	English/Maths.	12	Unicode or indica font	Normal
Text	Hindi	13	Unicode or indica font	Normal
Text	Punjabi	13	Unicode or indica font	Normal
Title of Lesson	English/Math	16	Unicode or indica font	Bold
Title of Lesson	Punjabi	20	Unicode or indica font	Bold
Title of Lesson	Hindi	20	Unicode or indica font	Bold
Sub Heading	English/Math	12	Unicode or indica font	Bold
Sub Heading	Hindi	16	Unicode or indica font	Bold
Title of Lesson	Punjabi	16	Unicode or indica font	Bold
Side Sub-	English/Maths.	12	Unicode or indica font	Bold
Side Sub-	Punjabi	14	Unicode or indica font	Bold
Side Sub-	Hindi	14	Unicode or indica font	Bold

Note: Font size of text matter specified in the table 5.1 may vary as for the demand of office.

5.2 Specification for Composing work (in Indesign/ Corel Draw Software) :

size/ print area for composing work

1. $58 \times 84 / 8 = 6.5" \times 9"$ (large size)
2. $71 \times 102 / 8 = 5.24" \times 8"$ (Medium size)
3. $58 \times 84 / 16 = 4" \times 6.5"$ (Small size)

Matter	Language	Font Size	Font	Font Style
Text	English/Maths	12	Unicode or indica font	Normal
Text	Hindi	13.5	Unicode or indica font	Normal
Text	Punjabi	13	Unicode or indica font	Normal
Title of Lesson	English/Mat	16	Unicode or indica font	Bold
Title of Lesson	Punjabi	20	Unicode or indica font	Bold
Title of Lesson	Hindi	20	Unicode or indica font	Bold
Sub Heading	English/Mat	12	Unicode or indica font	Bold
Sub Heading	Hindi	16	Unicode or indica font	Bold
Title of Lesson	Punjabi	16	Unicode or indica font	Bold
Side Sub-Heading	English/Maths	12	Unicode or indica font	Bold
Side Sub-Heading	Punjabi	14	Unicode or indica font	Bold
Side Sub-Heading	Hindi	14	Unicode or indica font	Bold

Total number of lines include the following :

- Line mentioning folio no. and the one line margins between paras/headings etc. This condition can be relaxed in case extra space is consumed in Headings/Paras/Tables/ Designs/Maps & Diagrams etc.

(i) Footnotes:

- 9 point font for English and 11 point font for Punjabi and Hindi.
- Suitable font (upper-lower etc.) and symbols for Mathematics (according to the MSS or instructions),

(ii) Captions below the maps/diagrams/tables etc.:

- 8 point bold for English and 11 point bold for Punjabi and Hindi.
- In MSS in case of English, underline means "ITALICS", double underline means CAPS and wavy underline means Bold. These specifications will be applicable for Punjabi and Hindi also.

5.3 Design Work

a) Cover Title Designing in COREL DRAW or INDESIGN

SPECIFICATION	SIZE (in centimeters)	FORMAT
1. Black & White Designs	21 <i>cm</i> X 29 <i>cm</i>	COREL DRAW/ Indesign
2. 2 Colour Designs	21 <i>cm</i> X 29 <i>cm</i>	
3. 4 Colour Designs	21 <i>cm</i> X 29 <i>cm</i>	

b) Language Books-Illustrated Designs and Compositions according to Chapters e.g village scene, court scene, poem illustration etc.

SPECIFICATION**SIZE (in centimeters)**

- | | |
|--------------------------|-------------------------------------|
| 1. Black & White Designs | 21 cm X 29 cm |
| 2. Two Coloured Designs | 21 cm X 29 cm |
| 4. Four Coloured Designs | 21 cm X 29 cm |

c) Simple Designs like JUG,BOOK,BALL,JEEP,ANIMAL, BIRD etc.**SPECIFICATION****SIZE (in inches)**

- | | |
|--------------------------|---------|
| 1. Black & White Designs | 5" X 5" |
| 2. Two Coloured Designs | 5" X 5" |
| 3. Four Coloured Designs | 5" X 5" |

d) Photographs**SPECIFICATION****SIZE (in inches)**

- | | |
|------------------|---------|
| 1. Black & White | 5" X 7" |
| 2. Colored | 5" X 7" |

e) Specialized designs like graphs, maps etc. Diagrams for books of mathematics, science, geometrical drawing, geography & like books**SPECIFICATION****SIZE (in inches)**

- | | |
|------------------|---------|
| 1. Black & White | 5" X 5" |
| 2. Colored | 5" X 5" |

- Conditions-
- (i) All designs (hard copy) to be submitted along with CD.
 - (ii) Copyright of all designs, photographs to be submitted.
 - (iii) All designs can be hand drawn or computerised and should be either (.cdr) Corel Draw format or (.jpeg) photoshop format & if design made by hand, it should be scanned at high resolution. & submitted in (.jpeg) format on CD along with the original hand drawn design.

6.0 SUBMISSION OF PROOFS:

The Typesetter/Composer/Designer shall be required to submit clear and legible proofs to the Punjab School Education Board for final print order with the following conditions:

- (i) The typesetter will be given the following time period to complete the type-setting work (including proof reading) and supply the proofs to the Punjab School Education Board :
 - (a) For typesetting at least 100 pages per day. From the 5th day of obtaining job order of assigned task issued by the board.
 - (b) In case where the blocks/pages are allotted by parts to a Type-setter/Composer, the date allotment will be considered from the date of last portion of manuscript allotted to him.

- (ii) If the Proof Reading section of the PSEB still notices certain mistakes in the type-set materials and returns the proofs for resubmission, the type-setter shall resubmit the corrected proofs within next three working days.
 - (iii) The entire work of Typesetting, Composing and Designing (including cover design) to be completed within 45 days.
7. The bidder shall supply the final master copy alongwith two C.Ds. within 2 days from the date of receipt of print order by removing all the Mistakes/ alterations /additions /deletions by the concerned Subject Expert.

8. **Execution Time Limit**

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

9. **Payment Terms**

- 9.1 Payment will be made by the board to the firm/agency on the basis of lowest rates quoted by the bidder in its Financial Bid
- 9.2 The Payments shall be made within One month after completion of assigned work and after receiving to bills.
- 9.3 Full and final payment shall be made after the satisfactory report by the concerned subject expert/artist on receiving the complete assigned
- 9.4 After satisfactory completion and submission of the assigned job the vendors (typesetter/Composer/Designer) shall submit the bill alongwith final CD containing the files of the final master copy of the assigned works, on the proforma prescribed by the Punjab School Education Board. Vendors shall submit two copies of the bill along with the photocopy of allotment-letter of work and hard copy/master copy of the lesson/s.No payment shall be made for the job done if the requisite receipts, hard copy and soft copy of the assigned work are not attached with the bill.
- 9.5 The number of pages of laser print master copy and pages of final print-order proofs must be strictly the same in number and size. No payment shall be made for extra pages.

10. **Penalty Terms**

- (a) In case of loss of Manuscript/Master Copy of content (in parts or whole)/ designs of the assigned task by the bidder, performance security shall stand forfeited and in addition Rs. 10000 penalty per title shall be levied.
- (b) In case of misuse of Manuscript/Master Copy of content (in parts or whole) /designs of the assigned task by the bidder, performance security shall stand forfeited. The bidder/ typesetter/ composer/ designer shall be permanently blacklisted and legal action would be initiated against them in the civil court Jurisdiction S.A.S Nagar only. (Performa attached for undertaking)
- (c) Failure on the part of the tenderer to complete the job as per “Time Schedule” will render him liable to imposition of “Penalty” as per the following schedule

Delay in submission	Penalty Deduction
(i) 1 to 5 days	1% payment of the bill amount but not less than Rs. 2000/-
(ii) 6 to 10 days	3% payment of the bill amount but not less than Rs. 5000/-
(iii) 11 to 15days	25% payment of bill amount but not less than Rs. 10000/-
(iv) Beyond 16 days	No payment for the job done.

- (d) In case the delay is more than 15 days the Tenderer Bid Security/Performance Security shall be forfeited for allotment of assigned task, in addition to the penalties levied as per terms and conditions of the contract. However the decision of the Chairman of the Board in this regard shall be final and binding.
- (e) If the failure/ deficiency is on the part of the office, it will be liable to compensate suitably for the loss incurred by the Tenderer.
- (f) Delay in providing material relating to the assigned task to the agency by the concerned department shall not be considered in the calculation of delay.
- (g) For good and sufficient reasons, the Chairman may grant extension/condone the delay caused by the firm due to natural calamities, provided such request must reach office BEFORE THE EXPIRY OF DUE DATE.

11. Rates :

- 11.1** Rates will be inclusive of all duties, taxes, GST and other levies in all the activities as per scope of work in section V.
- 11.2** The rates quoted shall remain firm throughout the period of contract and this contract will remain valid up to the date of completion of the job by the tenderer and shall not be subject to any upward modification whatsoever. Mutual amendments in the scope of work can be made.
- 11.3** Payment shall be made in Indian Rupees only.

12. Taxes And Duties :

The tenderer shall be solely responsible for the payment of all taxes, duties, license fees, octroi etc. incurred. Income Tax, Sales Tax, etc will be deducted at source as per prevalent rates announced by the competent authority from time to time.

13. Insurance :

The Board's office shall not pay for any insurance charges against loss or damage incidental or manufacture or acquisition, transportation, storage and delivery etc.

14. Termination of Contract

- 14.1** Board May without Prejudice to Any Other Remedy for Breach of Contract
 - May terminate the contract in whole or in parts.
 - If the contractor fails, to execute the job within stipulated time frame or to provide Data/reports accuracy as desired or to the entire satisfaction of BOARD.
 - If the contractor fails to perform any other obligation (s) under the contract.
- 14.2** BOARD may without prejudice, to other rights under law or the contract provided get the services of other agencies at the risk and cost of the

contractor, in above circumstances. And the contractor shall be liable for any loss or damages which the BOARD may sustain by reason of such failure on the part of the contractor.

15. Termination for insolvency

BOARD may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

16. Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of BOARD as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

17. Arbitration

17.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the **Chairperson, Punjab School Education Board, Vidya Bhawan, S.A.S. Nagar**. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Chairman, Punjab School Education Board, S.A.S. Nagar or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Punjab School Education Board, S.A.S. Nagar or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Chairman, Punjab School Education Board, S.A.S. Nagar or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

- 17.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- 17.3 The venue of the arbitration proceeding shall be Office of the Chairperson, Punjab School Education Board, Vidya Bhawan, S.A.S. Nagar, at S.A.S Nagar or such other place as the arbitrator may decide.

18. Jurisdiction

Territorial Jurisdiction for all the matters related shall be District courts S.A.S. Nagar (Mohali) Punjab.

19. Set Off

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by BOARD and set off the same against any claim of BOARD for payment of a sum of money arising out of this contract or under any other contract made by contractor with BOARD.

SECTION - IV

Special Conditions of Contract

1. The special conditions of contract shall supplement the Instruction to Bidders as contained in Section II and General (Commercial) Conditions of the contract as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of Punjab, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. PSEB reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with PSEB.
4. PSEB reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.
5. No Sub-Contracting is permissible by PSEB. The near relatives of all PSEB employees either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as :
 - 5.1 Members of a Hindu Undivided Family,
 - 5.2 They are husband and wife,
 - 5.3 The one is related to the other in the manner as father, mother son(s), son's wife(daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband(brother-in-law).
6. The tenderer (s) shall give a certificate (in format as Section-XI) to the effect that none of his / her relative is working in PSEB as defined above. In case of proprietorship firm the certificate shall be given by the proprietor, for partnership firm certificate shall be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work shall be cancelled and Bid Security/security deposit shall be forfeited at any stage whenever it is noticed. The PSEB shall not pay any damages to the company or firm or concerned person. The company or firm or the person shall also be debarred for further participation in the concerned unit.
7. PSEB reserves the right to divide the work among more than one bidder depending on the capability of bidder.
8. The time schedule may be required to be adjusted as per requirements of the PSEB from time to time as the work of type setting, composing and designing of textbooks is highly time bound.
9. The confidentiality and integrity of data shall be maintained by the firm and no part of it shall be erased or modified without permission or divulged to any one without the permission of competent authority.
10. The firm shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Board. In case of lapse, the computing agency shall be fully responsible for the consequence.
11. The content of textbooks and designs shall be the property of the board and the computing agency shall have to supply all copies of the updated data file on CDs or hard disk in In-design or Corel Draw format.

12. Delivery of assigned work to the Board and receipt of assigned work from Board, as per schedule, shall be the responsibility of the agency. Labor charges in any case shall be borne by the agency.
13. The final CD's prepared for content of textbooks and designs shall be the property of the Board and the agency/bidders shall have to supply same to the Board, when required by the Board. Data shall not be erased without written permission of the Board at least for two years from the date of completion of work as a precautionary measure.
14. The agency shall be required to take all the required and necessary action in the processing till all mistakes as and when, are removed to the entire satisfaction of the Board, unconditionally.
15. The errors other than those in the MSS (regarding poor quality of writing etc.) shall be the responsibility of the bidder/ agency.
16. The bidder shall have to arrange its own staff for the entire scope of work. The Board shall neither bear any expenses nor accept responsibility for the same. The bidder shall have to make its own sufficient infrastructure and qualified professional.
17. The continuance of the contract shall be subject to the satisfactory performance of the vendor and it may be cancelled at any time without assigning any reason for the same. The decision of the Chairman of the Board in this regard shall be final and binding.
18. The Secretary of the Board shall have copyright of the product, format, concept layout and design .The Board shall have exclusive rights to use it anywhere, in any manner.
19. Time is the essence of the contract and the bidder shall adhere to the time schedule, contracted page work and deadline as prescribed by the Board for the execution of the work.
20. In the event of termination of Contract, the Board shall be entitled to forfeit the amount of Performance Security either full or in parts apart from taking such legal remedies as are available under Law. The bidder shall thereupon hand over the Judicial and other records, which are in its possession. The bidder shall not be entitled to remove the digitized data, which shall be the property of the Board.

SECTION-V

DETAILS OF THE WORK

The Name of the Work : Tender for **Type Setting, Composing and Designing of Text.**

INTRODUCTION OF WORK:

Books for Classes I to XII.

1. The total volume of textbooks would comprise of approximately 25,000/- pages of different colours, sizes, mediums and designs. The number of pages and designs may increase/decrease at the time of actual execution of the work.
2. TYPE-SETTING, COMPOSING and DESIGNING of approximately 130 textbooks has to be done from the provided Manuscripts (MSS)/Textbook by the Board:

Size	No of Books								
	Punjabi			English			Hindi		
	Colour			Colour			Colour		
	1	2	4	1	2	4	1	2	4
58x84/8									
58x84/16									
71x102/16									

3. Time limit for Type Setting, Composing and Designing of Text Books will be 45 days from the next date of work order, which shall be exclusive of the time taken by the experts of the board.
4. The bidder shall provide the requisite proof atleast 3 times before finalization of typesetting assignment and one final coloured hard copy (proof) with CD for final approval.
5. Final Prints, after carrying out all the marked corrections shall be submitted in the office within three days in the form of clean Master Copy and CD's along with the typesetting bill, previous proofs and the complete manuscript.
6. The facts given by the respective firm will be verified by the office team.
7. The work shall be allotted to the firm on the rates approved by the office subject to the fulfillment of terms and conditions of the tender/contract. It shall be necessary for a representative of the firm to attend this office at least once a week to collect the proof etc. failing which his allotment can be treated as cancelled without issuing any notice.
8. Moreover, if due to large alterations/additions/changes during the typesetting, more readings/printouts are required, then extra payment will be made as per approved rates.

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

SECTION-VI
Punjab School Education Board, S.A.S. Nagar

Technical Bid Performa

Name of company		Total no of pages
Established since		
Address		
Phone with std code		
Mobile		
Email id		
ITR of financial years 2022-23, 2023-24 and 2024-25 as per clause no. 5.1 of section II.	Attachment	
Blacklisted / debarred? (Attach Affidavit) as per clause no. 5.2 of section II.	Attachment	
Declaration about relationship with PSEB Employee as per clause no. 5.3 of section II.	Attachment	
The concerned party should have experience of total volume of 5000 pages with at least 500 pages in a single assignment of Type Setting, Composing and Designing of Text Books in last 2 financial year of any Board/ University/ Government Institute/ Semi-Government Institute/ corporate bodies. Provide copy of work order.	Attachment	
Hardware details as per clause no. 5.5 of section II.	Attachment	
Service tax/GST registration number as per clause no. 5.5.1 of section II	Attachment	
PAN Card/ as per clause no. 5.5.2 of section II.	Attachment	
BID Form (Section VIII)	Attachment	
EMD Performa (Section XII) clause no. 5.6	Attachment	
Number of Employee clause no. 5.7	Attachment	
Cancel Cheque	Attachment	

- Note:**
- 1. Attach Self attested documentary proof of all the above.**
 - 2. Arrange all these documents by marking continue page no.**

Details of Infrastructure:-

Item Name	Nos.
Computers System	
Printers (B/W)	
Printers (Colour)	
Scanners	
Power Backup	
Technical support provided 24x7 to the board.	

Certified that all the terms and conditions of this TENDER, in view of scope of work , are accepted by us.

Dated

Signature of the Owner with rubber seal of the firm

SECTION-VII

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

Financial Bid Performa

RATE FOR THE WORKS INDICATED IN THE BID DOCUMENTS

Certified that after going through terms & conditions laid along with the “Scope of Work” I/We submit that rates quoted below are inclusive of taxes as applicable.

(i) RATES OF COMPUTER TYPE-SETTING

Sr. No.	Medium	Size of Type set Area	Rate per Page(Rs)
1	Punjabi	8.29" X 11.67"	
2	English	8.29" X 11.67"	
3	Hindi	8.29" X 11.67"	

(ii) RATES OF COMPOSING (In Design) (per page)

Sr. No.	Size of Type set Area	Punjabi colour			English Colour			Hindi colour		
		1	2	4	1	2	4	1	2	4
1	58" X 84"/8									
2	71" X 102"/16									
3	58" X 84"/16									

(iii) RATES OF DESIGNING

(a) RATES OF COMPUTERISED DESIGNS (only in Corel Draw/Indesign)

color	Size (in cms)	Simple Design	Illustrations	Technical/ Specialised Designs	Drawing and Painting Books	Cover Designs	Photographs
1 color	5x5					-	-
2 color	5X5					-	-
4 color	5X5					-	-
4 color	21x29	-	-	-	-		-
1 color	19x27					-	-
2 color	19x27					-	-
4 color	19x27					-	-
1 color	5x7					-	
4 color	5x7					-	

(c) RATES OF HAND DRAWN DESIGNS (in Water Colour, Poster Colour, Acrylics, Pencil Colours, Oil Pastels etc and Black & White with Water Proof Black Ink only).

color	Size (in cms)	Simple Design	Illustrations	Technical/ Specialized Designs	Drawing and Painting Books	Cover Designs	Photographs
1 color	5x5					-	-
2 color	5X5					-	-
4 color	5X5					-	-
1,2,4	19x27				-	-	-

1. Simple Design -(e.g. JUG, BOOK, BALL, ANIMAL, BIRD etc.)
2. Illustrations -(according to chapters, poems etc. Example Village Scene, Court Scene, Two persons chatting etc.)
3. Technical/Specialised Designs- (Graphs, Science/Geometrical Diagrams, Maps etc)
4. Drawing and Painting Books (Posters, Painting, Sketches etc)

*copyright of all designs, photographs to be given along

(iv)Extra Work

Extra B/W Printout of Text Book = Rs. per page

Extra Colour Printout of Text Book = Rs. per page

Dated

Signature of the Owner with rubber seal of the firm

SECTION VIII

BID FORM

Tender No.....

Dated at.....

A: (Name & Address of the Purchaser)

Dear Sir,

- Having read the conditions of contract and services. We undersigned, offer to provide for Type-setting/ Composing/ Designing of Text-Books with the conditions of contract and specifications for the sum shown in the schedule of prices and made part of this Bid.
- We undertake, to enter into agreement within **seven days** of being called upon to do so and bear all expenses including charges for stamps etc. and agreement shall be binding on us.
- If our Bid is accepted, we shall Deposit Performance security through RTGS mode for a sum not exceeding 10% of the contract sum for the due performance of the Contract.
- We agree to abide by this Bid for a period of **60 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
- Until an agreement is signed and executed, this Bid together with written acceptance thereof in your notification of award shall constitute a binding contract between us.
- Bid submitted online through E-tendering process is complete in all respects as specified in the tender document.
- We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated

Signature of In capacity of Duly authorized
To sign the bid for and on behalf of Witness

Address.....

Signature

SECTION-IX

Letter of Authorization For Attending Bid Opening

To

Secretary,

Punjab School Education Board, S.A.S. Nagar-160062

Subject-

Authorization for attending bid opening in the E-Tender for Type-setting/ Composing/ Designing of Text-Books.

Following persons are hereby authorized to attend the bid opening for the e-tender mentioned above on behalf of (Bidder) in order of preference given below:

Sr. No.	Name	Specimen Signature	Phone number Email ID.
1			
2			

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid Documents on behalf of the bidder

Note:

- 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.**
- 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.**

SECTION X

Declaration regarding near relationship with PSEB Employee

Hereby certify that none of my relative(s) as defined in the Tender/Bid document is employed in PSEB. In case at any stage, it is found that the information given by me is false/ Incorrect, PSEB shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature:

Name:

Signed in capacity of:

Date:

SECTION-XI

Declaration

I _____do hereby declare that our firm is not blacklisted/debarred/prohibited by Government of India/ Government of Punjab or by any other State Government or Board/University nor any case including criminal civil or currently any enquiries pending against the firm.

Signature of M.D.
(Or)
Authorized person

Note:- This Declaration must be attested by Ist Class magistrate /Notary on the Stamp Paper of Rs. 100.

SECTION-XII

Earnest Money (EMD) Performa

1	Name and Address of the firm	
2	Total Amount Deposited	
3	Date of Transaction	
4	Transaction detail : U.T.R (reference) no:	
5	Name and address of the bank for RTGS	
6	Bank account no	
7	IFSC Code	
8	Total amount to be refund	

AGREEMENT

This Deed of Agreement is made at Mohali on this date between Secretary, Punjab School Education Board, Phase-8, S.A.S. Nagar (hereinafter referred to as Board which expression shall include its successors and assignees) on one part

And

Firm incorporated under the Companies Act, 1956 (hereinafter referred to as firm which expression shall include its successors and assignees) of the other part.

WHEREAS the Board is desirous of getting the work of TYPE-SETTING/COMPOSING/DESIGNING OF TEXT BOOKS (ACADEMIC SESSION 2026-27) and firm has agreed to undertake the said job of the Board on Terms and Condition mentioned here in after.

Terms and Conditions

1. The firm shall be required to visit Punjab School Education Board office (once in a week) to collect the Manuscripts (MSS)/work. They shall lift the first assignment of the work as per their declared capacity within 3 working days of the execution of the contract. For further allotment of work the quality, efficiency, timely execution and accuracy of the work done shall be the deciding factors.
2. The work shall be done in the form of Lessons/Blocks/Pages. Each Block shall normally comprise of two or more lessons, as determined by the Punjab School Education Board from time to time.
3. The specification of Typesetting, Composing and Designing in Tender Document for Typesetting/Composing/Designing of textbooks (Academic Session 2026-27) shall be as per e-tender no. PSEB/.....datedis given at section III, General (Commercial) Condition of Contract, clause 5.
4. The firm shall be required to submit clear and legible proofs to the Punjab School Education Board for final print order with the following conditions :
 - . For typesetting at least **100 pages** per day from the 5th day of obtaining job order of assigned task issued by the Board.
 - . If the Proof Reading section of the PSEB still notices certain mistakes in the type-set materials and returns the proofs for resubmission, the type-setter shall resubmit the corrected proofs within next three working days.
 - . The entire work of Typesetting, Composing and Designing (including cover design) shall be completed within 45 days.
5. The firm shall supply the final master copy alongwith two C.Ds. within 2 days from the date of receipt of print order by removing all the Mistakes/alterations/additions/deletions by the concerned Subject Expert.
6. The firm shall provide the requisite proofs atleast 3 times before finalization of typesetting assignment and one final coloured hard copy (proof) with CD for final approval.
7. Final Prints, after carrying out all the marked corrections shall be submitted in the office within three days in the form of clean Master Copy and CD's along with the typesetting bill, previous proofs and the complete manuscript.,
8. The Board shall have the right to delete any title or increase/decrease the quantity of text books or the pages of text books at any stage.
9. Payment terms have been fixed after negotiation on the lowest rates (LI) quoted by the firms in its Financial Bid. Other terms and conditions regarding payment for Typesetting/Composing/Designing of textbooks (Academic Session 2026-27) shall be as per e-tender no. PSEB/..... dated/ Corrigendum dated, section III, General (Commercial) Condition of Contract, clause 10.
10. Rates will not be inclusive of all duties, taxes, GST and other levies in all the activities as per scope of work in section V.

11. The Penalty Terms of Typesetting, Composing and Designing Tender Document for Typesetting/ Composing/ Designing of textbooks (Academic Session 2026-27) e-tender no. PSEB/..... dated/Corrigendum dated is given at section III, General (Commercial) Condition of Contract, clause 11 as reproduced below:-

- (a) In case of loss of Manuscript/Master Copy of content (in parts or whole)/designs of the assigned task by the bidder, performance security shall stand forfeited and in addition Rs. 5000 penalty per title shall be levied.
- (b) In case of misuse of Manuscript/Master Copy of content (in parts or whole)/designs of the assigned task by the bidder, performance security shall stand forfeited. The bidder/ typesetter/ composer / designer shall be permanently blacklisted and legal action would be initiated against them in the civil court Jurisdiction S.A.S. Nagar only. (Performa attached for undertaking)
- (c) Failure on the part of the tenderer to complete the job as per "Time Schedule" will render him liable to imposition of "Penalty" as per the following schedule

Delay in submission

Penalty Deduction

- | | |
|---------------------|---|
| (i) 1 to 5 days | 1% payment of the bill amount but not less than Rs. 200/- |
| (ii) 6 to 10 days | 3% payment of the bill amount but not less than Rs. 500/- |
| (iii) 11 to 15 days | 25% payment of bill amount but not less than Rs. 1000/- |
| (iv) Beyond 15 days | No payment for the job done. |

- (d) In case the delay is more than 15 days the Tenderer Bid Security/ Performance Security shall be forfeited for allotment of assigned task, in addition to the penalties levied as per terms and conditions of the contract. However the decision of the Chairman of the Board in this regard shall be final and binding.
- (e) If the failure/ deficiency is one the part of the office, it will be liable to compensate suitably for the loss incurred by the Tenderer.
- (f) Delay in providing material relating to the assigned task to the agency by the concerned department shall not be considered in the calculation of delay.
- (g) For good and sufficient reasons, the Chairman may grant extension/condone the delay caused by the firm due to natural calamities, provided such request must reach office BEFORE THE EXPIRY OF DUE DATE.

12. Performance Security

- . The Bid security of the successful firm shall also be considered as Performance Security upon the firms acceptance of the award of contract satisfactorily in accordance with clause 15 along with agreement (non-judicial stamp paper of Rs. 100/-).
- . Performance Security shall be discharged after completion of firm's performance obligations under the contract.
- . If the firm fails or neglects any of his obligations under the contract it shall be lawful for PSEB to forfeit either whole or any part of performance security furnished by the firm as compensation for any loss resulting from such failure.

13. The firm shall be solely responsible for the payment of all taxes, duties, license fees, octroi etc. incurred. Income Tax, Sales Tax, etc will be deducted at source as per prevalent rates announced by the competent authority from time to time.

14. The Board's office shall not pay for any insurance charges against loss or damage incidental or manufacture or acquisition, transportation, storage and delivery etc.

15. Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the

public enemy, civil commotion, sabotage, fires, floods. explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such events by entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of BOARD as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

16. **Arbitration**

- . In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the **Chairman, Punjab School Education, Board, Vidya Bhawan, S.A.S. Nagar**. In case his designation is changed or his office is abolished then in such case to the sole arbitraiton of the officer for the time being entrusted whether in addition to the function of the Chairman, Punjab School Education Board, S.A.S. Nagar or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Punjab School Education Board, S.A.S. Nagar or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Chairman, Punjab School Education Board, S.A.S. Nagar or the said officer. The agreement to appoint an arbitrator will be in acordance with the Arbtration and Conciliation Act, 1996.
- . The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made thereunder, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- . The venue of the arbitration proceeding shall be Office of the Chairman, Punjab School Eucation Board, Vidya Bhawan, S.A.S. Nagar, at S.A.S. Nagar or such other place as the arbitrator may decide.

17. **Jurisdiction**

Territorial Jurisdiction for all the matters related shall be District courts S.A.S. Nagar (Mohali) Punjab.

Signed by the said on this date 2025.

Full Signature of the
Representative of the
firm (Rubber Seal)

Witness :

Name :

Address :

Occupation/Designation

Name :

Address :

Occupation/Designation

Signed by, Secretary, Punjab School Education Board, S.A.S. Nagar Mohali on this
.....

Secretary

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

Witness :

Name :

Address :

Occupation/Designation

Name :

Address :

Occupation/Designation