



PUNJAB SCHOOL EDUCATION BOARD

Phase VIII, Sahibzada Ajit Singh Nagar– Punjab

Pin Code – 160062

E-TENDER DOCUMENT  
for

PURCHASE OF ART PAPER FOR ACADEMIC YEAR

**2026-27**

Price Rs. 25,000 /-

e-mail id– [ape.pseb@punjab.gov.in](mailto:ape.pseb@punjab.gov.in)  
Telephone No. 0172-5227397  
and 0172-5227360

**PUNJAB SCHOOL EDUCATION BOARD**

**S.A.S. NAGAR**

Phone No. 0172-5227360 and 0172-5227397

**E-Tender Notice No./PSEB/Paper cell/ 2025 /1266 Dated: 04-07-2025**

E- tenders are hereby invited in two Bid system (Technical & Commercial Bid) for the purchase of Art paper.

The Tender Document can be downloaded from the web site (<http://eproc.punjab.gov.in>). Tender processing fees should be paid through on-line i.e, through Debit card/ Credit card/IPG.

Details, terms & conditions and Quantity are given in tender form, which can be downloaded from above mentioned website.

Purchase of the following items:-

Sr. No.	Name of Items	Standard	Production Capacity/Excise cleared capacity <b>(01.04.2024 to 31.03.2025)</b>	i) Estimated cost  ii) Earnest Money  iii) Processing Fee  iv) Tender Form Cost	i) Date of Upload of Tender document. ii) Last date & Time of Sale of Tender document. iii) Last Date & Time of Submission of Tender iv) Date & Time of opening of Technical Bid v) Date & Time of opening of Financial Bid
1.	Art Paper (using Virgin Pulp) For School text books.  Quantity:- 450 MT 175 GSM & 225 GSM	B.I.S. 4658/2019- (as amended from time to time) with Virgin Pulp.	Production Capacity 5,000 M.T.& Excise clearance capacity 4,000 MT	i) Rs 4.5 Crore Approx)  ii) Rs 9 Lac.  iii) Processing fee as mention on website  iv) 25,000 /-	i) 05-07-2025 11:00 am ii) 04-08-2025 11:00 am iii) 04-08-2025 1:00 pm iv) 04 -08-2025 3:00 pm v) To be intimated later on

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, 2970285.

This Tender is being issue from Vidhya Bhawan, Phase-8, Mohali, District S.A.S. Nagar.

Deputy Secretary (APE)  
Punjab School Education Board  
S.A.S. Nagar

## **TERMS AND CONDITIONS.**

1. Sealed tenders are invited from the manufacturing Mills for supply of Art Paper (using Virgin Pulp) as per B.I.S: 4658:2019 (as amended from time to time) as per general technical requirements and firm shall have complete in house testing facilities as per governing is specification.

### **PAPER QUALITY & SPECIFICATIONS:-**

(Specification of paper as per BIS 4658:2019 of Art paper 175 GSM & 225 GSM virgin pulp and must Basis wt. in g/m<sup>2</sup> as average, Burst Index Kpam<sup>2</sup>/g, Wax Pick, Surface PH, Gloss in %, Brightness on coated side, Stiffness factor, Cobb for one in, Smoothness (Bentsen), Bulk cc/g, Mechanical Pulp.

2. Tenders which are not submitted in prescribed form supplied by the Board, incomplete/vary any of the conditions listed in the Tender documents will be rejected out-rightly.
3. All the columns of the Tender Form shall be properly and exhaustively filled in. The rates shall be written in both in figures and words.
- 4.(a) (i) Rates should be quoted per M.T. inclusive of all taxes, (existing taxes or any new taxes introduced by the State or the Central Govt. during the period of agreement) freight, entry tax, G.S.T. octroi, carriage, packing, loading/unloading etc i.e. F.O.R. Board's Godown at S.A.S. Nagar (Punjab) or place decided by Board. The delivery/stacking should be to the satisfaction of the Board authorities. Any risk upto the point of delivery shall be of the Supplier.
- (ii) The rates quoted shall be valid for next 90 days after the completion of complete paper supply.
- (iii) Punjab procurement rules 2022 will be applicable.
- (b) Every Tender should be accompanied with at least 30 specimen sheets of A-3 size for each type (175 GSM) of paper quoted by the Mill for the sizes and specifications required in the Tender indicating the name of the Mill, capacity, quality, size and weight.
- (c) Samples taken along with visual inspection should be tested as per BIS standard from Government under taking / NABL lab.
- (d) The Special Paper Purchase Committee constituted by the Board may negotiate the rates with the lowest valid Tenderer to arrive at the reasonable market rate in the interest of the Board.
- (e) Every Tender should be accompanied with earnest money of Rs. 9 Lac for Art Paper using Virgin Pulp (100% on-line) in the account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab). Tender without earnest money will be rejected.

- (f) Earnest money of unsuccessful Tender shall be released after approval of the competent authority within 7 days. Earnest money of successful Tenderer shall be retained by the Board till the requisite security money is deposited with the Board by the Mill.
  - (g) The Special Paper Purchase Committee may negotiate the rates with the lowest valid Tenderer to arrive at the reasonable market rate in the interest of the Board. The Board resumes the right to allot remaining work to L-2 Mill at the L-1 rates after allotting work to L-1 as per his capacity but at the same rate as approved for the Mill placed at lowest-1 in the Tender. The L-1 firm has to fulfil at least 51% of the paper quantity in all cases.
5. In case of acceptance of a Tender, the Tenderer shall have to enter into an Agreement on non-judicial paper with the Board within 5 days from the date of issue of intimation regarding acceptance of his/her Tender. If the Tenderer fails/refuses to sign the Agreement, his/her earnest money shall stand forfeited.
- 6.(a) Order for Art Paper (Virgin Pulp) will be placed in suitable instalments and sizes as per requirement of the Board. Supply made against of the concerned order will be received  $\pm 1\%$ . The formula for calculating the weight of the rim obtained will be 
$$\frac{\text{length} \times \text{breadth} \times \text{Gsm}}{20000}$$
- (b) Supply period for each instalment upto 250 M.T. order shall be valid for 10 days from the date of receipt of order. However, Chairman may extend additional time upto 10 days for the total supply order to the Mill situated outside the Punjab State. Penalty clause for delay in supply 1 to 5 days 1 % penalty on whole lot, 6 to 10 days 3 % penalty on whole lot and 11 to 20 days 6 % penalty on whole lot. However, Paper mill can submit self accessed laboratory testing report as per B.I.S: 4658:2019 issued by Govt. undertaking/NABL certified laboratory in a sealed envelope duly super scribbling the name of the mill with the supply of each lot. Payment will be made as per the clause 9, after due Testing.
  - (c) If the Tenderer fails to complete the supply within prescribed time-limit, the order shall be cancelled and security shall stand forfeited and will be blacklisted also.
  - (d) The successful Tenderer will have to deposit a security equal to 10% of the estimated cost of material, provided that if order is placed in smaller lots, the Supplier will be required to deposit 10% security of the approximate value of that lot, in the form of Bank guarantee/FDR pledged with Secretary, Punjab School Education Board. If the subsequent order is placed in bigger lot i.e. 300 M.T., the Supplier can give Bank guarantee as security money for the additional 50 M.T. order. After the acceptance of previous lot of paper, the security received against that lot will be treated for the next lot. The earnest

money can be adjusted towards the security on the written request of the Supplier.

- (e) If the Tenderer fails to deposit security within five days after receiving intimation for depositing security, his/her earnest money shall stand forfeited and blacklisting order shall be passed and the firm shall be blacklisted for a period of two years.
  - (f) If the Tenderer fails/refuses to supply the paper after securing firm order from the Board, the paper will be purchased at the risk and cost of the Tenderer and the loss suffered by the Board as a result thereof shall be liable to be recovered from any pending amount or any earnest money/security lying with the Board of the Tenderer or by any other Legal process. In addition, the security furnished by the Tenderer shall stand forfeited. Before initiating such action, a 7 days 'Notice of Purchase at Risk and cost' will be issued to the Tenderer by the Secretary of the Board.
7. Packing of Art Paper (Virgin Pulp) should be as per B.I.S. instructions and the Tenderer shall mark the following particulars on the packing:-
- (i) Description and substance in GSM of the Art Paper.
  - (ii) Size of Paper.
  - (iii) Lot No.
  - (iv) Name of the Mill with recognized Trade Mark.
- 8.(a) Supply will be accepted only if it is found according to specifications and as per Terms and Conditions laid down, failing which the order shall stand cancelled and security forfeited. The Supplier shall have to lift the rejected supply at his/her own cost within seven days and convert the rejected supply into pulp in the presence of the officers of the Board deputed for this purpose. In case the firm fails to lift rejected supply within given seven days, penalty @ 0.5% of the cost of rejected lot shall be imposed per day and this penalty amount shall be deductible from any due amount of the Firm.
- (b) If the paper is found to be not in accordance with the prescribed specifications due to minor variation, as may be pointed out by the Visual Inspection Committee, to be constituted by the Chairman of the Board, the Chairman may at his/her discretion accept the supply of such paper, keeping in view the defects noticed provided that the paper is otherwise suitable for printing and other purpose for

which it has been procured. Afterwards, the defects pointed out by the Board will be placed along with laboratory test report before the Special Paper Purchase Committee for imposing penalty and making recovery as it may deem proper.

(c) For deficiencies in paper supply standards :-

The tolerance of  $\pm 3\%$  shall be allowed on the mass of the rim:-

(i)	Burst Index m2g/ Min	0.9
(ii)	Wax pick	No pick on 5A
(iii)	Picking velocity ( optional) cm/ sec/ Min	110
(iv)	Surface PH	7.0 - 8.0
(v)	Gloss percent. Art Paper (Min)	65
(vi)	Brightness ( on coated side) (Min)	86
(vii)	Smoothness PPS, UM Max	1.5
(viii)	Bulk, cc/g, Min	0.77
(ix)	Cobb value, g/m2, Max	35
	Art board (coated side)	
	chromo Board (coated side)	35

(As amended from time to time)

C (i) If there are deficiencies in the quality of the paper from the BIS standard, then as per the standards set by the printing stationary department, Punjab penalty will be imposed as per penalty rate mentioned in the letter no. 1085 dated 4-10-2019.

(d) The Paper Mill should have minimum turnover of Rs. 9 Crore for the last financial year or cumulated turnover of Rs. 27 crore in the last three financial years (proof to be attached, issued by a certified CA)

9. (a) The Board will make 95% payment of Art Paper on submission of bill after completion of the supply of concerned lot and its acceptance by the Chairman, provided circumstances do not warrant otherwise and balance 05% payment will be made after the receipt of satisfactory laboratory test report. If according to the laboratory test report, the paper is not found as per B.I.S specifications, the Board will impose penalties and make recovery of the loss from the Mill on the basis of Visual Inspection Report/Laboratory Test Report of the paper as it may deem fit. If any deficiency in the required parameters is found in the lab test report, the same may be conveyed to the

paper mill and the deductions on account of that deficiency will be made as per the criteria defined in the tender terms.

- (b) The paper shall be tested as per relevant I.S.I. Specifications. i.e. B.I.S: 4658:2019 (as amended from time to time) for Art Paper as mentioned above in Clause-1.
  - (c) After the purchase of the paper, the sample of the paper shall be got tested by the Board. The testing fee of laboratory tests and other such expenses shall be borne by the Supplier.
  - (d) The expenses of laboratory tests shall be paid by the Mill in cash otherwise such an amount will be deducted from the bill of the Supplier. Laboratory test of samples taken from every lot of supply will be done.
  - (e) R.R./G.R. shall not be presented through Bank by the Tenderer.
  - (f) Income Tax/T.D.S. under G.S.T. , if applicable, will be deducted at source from the payable amount of the Bill.
10. Conditional Tender or tender not accompanied by earnest money and samples or any other Tender requirement will not be entertained.
11. The Special Paper Purchase Committee/Board Authorities reserves the right to reject any sealed/opened eligible Tender including Commercial Bidder/s in view of Quantity/Quality/Price or any other reason/s.
12. The Tenders shall be opened at two stages:-
- (a). Technical Bid - Proforma - II
  - (b). Commercial Bid - Proforma - III
  - ( c ) The Technical Bids and Commercial Bids must be submitted on-line. In case Technical Bids disclosed financials, the bid shall be rejected.
  - (d) The Technical Bids shall be opened first and after scrutiny of the same the Commercial Bids of only those Tenderers shall be considered who qualify the laid Technical specifications as under:-
    - (i) Attested copies of the certificates issued by the concerned departments in support of:
      - Annual Production Capacity of minimum 5,000 M.T. and Excise Clearance Capacity during previous financial year, which should be 4000 M.T. minimum for Art paper. **Three years of**

**Experience ( previous three years) of supply of Art Paper. Not less than 450 MT in one of the last three years. Cumulatively, minimum 1000 MT in last three years. Proof to be attached as work order and successful completion certificate.** The completion of work order till the date of publication of the tender will be considered, if the work order is being issued in the previous financial year.

- **CA certification report regarding the quantity of water mark paper supplied, certifying the accuracy of the information and the authenticity of the certificate, duly signed by the Chartered Accountant and the General Manager of the Paper Mill.**
- (ii) Earnest money of Rs. 9 Lac for Art paper (Virgin Pulp) in the account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab). Terms and Conditions duly signed on each and every page downloaded from e-tendering.
- (iii) Copy of work order and successful completion certificate issued by the Government department / Autonomous bodies, duly attested by the CA. In case of job work, relevant documents establishing the further supply done by the company / party to order placing entity should be attached.
- (iv) 30 specimen sheets in A-3 size of each (175 GSM & 225 GSM ) type of paper must be submitted/ deposited with lab test report as per B.I.S: 4658:2019 issued by Govt. undertaking/NABL certified laboratory in a sealed envelope duly super scribing the name of the mill in the office of Secretary at the time of opening of Technical Bid.
- (v) An undertaking by way of an Affidavit to the effect that the Mill is not black-listed by the State of Punjab, other States and Govt. of India
- (vi) An undertaking by way of an Affidavit to the effect that the Mill will neither appoint any commission agent or mediator for supply of paper nor give commission to anyone.

- (vii) The Commercial bid of any those Tenderers shall be opened whose samples (part of Technical Bid) is found according to B.I.S. parameters.
- (viii) The Commercial bids shall be submitted on-line.

**13. Quantity :**

**Art Paper (Virgin Pulp) in 175 GSM & 225 GSM - 450 MT**

Quantity of Art Paper can be overdrawn or under drawn upto 30% depending upon requirement of paper worked out from time to time as may be decided by the Chairman.

- 14. If the Tenderer is hindered in the making of supply due to unavoidable circumstances viz fire, break-down in electricity, strike, other natural calamities or the like which are beyond the control of the tendered, he may apply to the Chairman of the Board within the period of supply duly supported by valid proof for the decision of Chairman on the same.
- 15. In all matters relating to above conditions, the decision, clarification or interpretation of the Special Paper Purchase Committee shall be final which will be set out in accordance with the agreement with the approval of the Chairman, Punjab School Education Board.
- 16. In case of any dispute arising out of the Agreement, the Chairman, Punjab School Education Board, can appoint an Arbitrator from the panel of Education Department. The decision of Arbitrator shall be final and binding on both the parties. The Arbitration proceedings shall be conducting under the Arbitration and Conciliation Act 1996.
- 17. The jurisdiction for any matter shall be at District Court, S.A.S.Nagar (Punjab).
- 18. The Make in Punjab Policy will be applicable in this tender.

**NOTE:-**

- 1. Tenders received late or without earnest money and samples etc. shall stand rejected.
- 2. The tenderer will submit on-line the tender form along with terms and conditions duly signed on each page
- 3. The tender fees of Rs. 25,000/- shall be submitted on-line in the account of Secretary, Punjab School Education Board, S.A.S.Nagar.
- 4. No tender shall be accepted if it deviates from the terms of this tender.

### **GENERAL CONDITIONS**

1. Interested Bidders can purchase the Tender documents online from website
2. Earnest money shall be deposited for Art Paper (Virgin Pulp) (100% On-line) in the account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab).
3. Tender Form fee Rs. 25,000 /- shall be strictly paid on-line in account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab).
4. Tender Processing Fee to INDIAN TELEPHONIC INDUSTRY (ITI) shall be strictly paid through on-line mode (IPG/ Net Banking). Other mode of payment will not be considered.
5. Bidders/ Bidder, who wish to submit on-line Tenders can access Tender Documents on the website, fill it and submit the completed Tender Document into Electronic Tender on the website itself. Bidders/Bidder shall attach scanned copies of all the documents.
6. The Commercial 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.
7. Corrigendum/Addendum /Corrections, if any will be published on the website.
8. 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.
9. The Tenders shall be valid for next 90 days after the completion of complete paper supply.
10. Tenders should have a valid GST Regd. No./TIN No.
11. The Special Paper Purchase Committee of Punjab School Education Board reserves the right to accept/reject any or all Tenders without assigning any reasons.
12. Any clarification regarding this Tender will be entertained before seven days from the date of closing. The clarification shall be submitted through hard copy addressing Secretary PSEB.
13. Pre-Bid meeting to clear any doubts will be arranged in case any doubts/requests for clarification is submitted by E-mail.

## PROFORMA-I

### PUNJAB SCHOOL EDUCATION BOARD

#### E-TENDER PROFORMA FOR PURCHASE OF ART PAPER FOR THE ACADEMIC YEAR **2026-2027** FOR TEXT BOOKS I.S.I SPECIFICATIONS

Art Paper using Virgin Pulp (Wood based/agro based) as per No. B.I.S: 4658:2019 (as amended from time to time).

The tentative sizes are as under:-

Sr. No	Size	Quantity	GSM
1.	60X84 cms. sheets	as per requirement of the office	175 GSM & 225 GSM
2.	74.5X102 cms. sheets	-do-	175 GSM & 225 GSM

The paper should be of uniform formation, even shaded, free from fluff, specks, blemishes and pin holes in the size and quantity as mentioned above.

1.	Name of the Mill	
2.	Whether Virgin Pulp (Wood based/agro based) being used for production of paper.	
3.	If yes, material being used for production of paper (attach certificate).	
4.	Whether any discount will be allowed or not.	
5.	Particulars of the earnest money for Art Paper.	<b>For on-line submission:-</b> (i) Amount: _____ (ii) Bank: _____ (iii) Date _____ (iv) Transaction No. _____
6	Three years of Experience (previous three years) of supply of Art Paper. Not less than 450 MT in one of the last three years. Cumulatively, minimum 1000 MT in last three years. Proof to be attached as work order and successful completion certificate. The completion of work order till the date of publication of the tender will be considered, if the work order is being issued in the previous financial year.	
7.	Whether supply period is acceptable as per terms.	

8.	GST Registration no.	
9	Firms e-mail id	
10	ITR Financial year <b>2022-23, 2023-24 &amp;2024-25.</b>	
11.	Remarks, if any	