

Tender no – PICTC/Admin/Invitation cards / 2023/01

(A) INSTRUCTIONS TO THE TENDERERS

- (i) **Two Bid System:** The tenders are invited under two bid system i.e. Prequalification Bid and Financial Bid. Annexures I & II are related to Prequalification Bid and Annexure III for Financial Bid. The interested printing presses/agencies/firms are requested to submit two separate sealed envelopes superscribing "Prequalification Bid", and second envelop superscribing "Financial Bid" containing bid of the publication. Both sealed envelopes (prequalification Bid & Financial Bid) should be kept in a third envelope superscribing "Tender for printing of Invitation Cards". EMD of the requisite amount is to be kept in separate envelop alongwith the prequalification Bid documents. The bid documents to be submitted on or before 03.02.2023 at Punjab Information & Communication Technology Corporation, 5th & 6th floor Udyog Bhawan Sector 17 Chandigarh.
- (ii) The prequalification Bids will be opened on 03-Feb-2023 at the first stage and evaluated by the Purchase Committee of Punjab Infotech. At the second stage, Financial Bid of only prequalification qualified Bidders will be opened thereafter for further evaluation and awarding the contract.
- (iii) The prospective bidders may contact the Punjab Infotech, udyog Bhawan Sector 17 Chandigarh , 0172-5256400/401/431, contact@punjabinfotech.in for hard copy of Sample Invitation Card
- (iv) Detailed Rates be quoted as per given specifications for the printing of complete set of Invitation Card in Annexure III.
- (v) Eligibility (Prequalification criteria) for the bidders :
- Should be a printing firm having its office (with complete printing provision) in the tricity (Mohali, Chandigarh and Panchkula)
 - Should have average minimum turnover of Rs 75 lacs per annum for the past three financial years (FY 21-22, FY 20-21 and FY 19-20)

- Should have completed minimum two printing work orders of more than 1 lacs for the past two years FY 21-22 and FY 20-21 for any Centre or state Government or any state or centre Govt. undertaking.
- Should not have been blacklisted by Department /Ministries of State or Gol. Declaration to this effect is to be submitted in the prescribed format (Annexure I)

(B) Earnest Money Deposit/ Performance Security Deposit

An amount of Rs. 25,000 (Rupees Twenty Five Thousand Only) should be deposited as Earnest Money Deposit (EMD)/Performance Security Deposit (PSD) in the form of Demand Draft (DD) drawn in favour of Punjab Information & Communication Technology Corporation Ltd, payable at Chandigarh and should be kept in a separate sealed envelope superscribing E.M.D./P.S.D. on it and kept with the prequalification bid documents. Tender received without EMD/PSD or EMD/PSD for lesser amounts will be summarily rejected

- EMD/PSD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
- EMD/PSD will be refunded to the unsuccessful bidders.
- No interest will be payable on the amount of EMD/PSD.
- The EMD/PSD should remain valid for a period of three months upto completion of all contractual obligations by the Printer including warranty obligation, if any. on receipt of EMD/PSD.
- EMD/PSD will be released after all contractual obligations by the Printer are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily or within the stipulated period.

(C) Documents/Certificates required

For bidding, the firms are required to submit the following self-attested and duly rubber stamped (on each page) photocopies of the following documents relating

to their printing press/ firm, failing which their bid will be summarily/out-rightly rejected and will not be considered any further:

- Registration Certificate (Proprietorship / Partnership / Ltd or Pvt ltd)
- GST registration Certificate
- CA certificate of annual turnover for FY 21-22, FY 21-20 and FY 19-20
- Proof of minimum 3 years' experience of printing work with Govt Dept. or PSUs. Any purchase order of before Dec 31, 2019
- Declaration regarding blacklisting or otherwise Annexure I
- DD of EMD /PMD
- Duly filled proforma of Annexure III

(D) Mode of Submission and last date for submission

Tender in a sealed envelope should be addressed to the Managing Director, Punjab Infotech, 5th & 6th Floor Udyog Bhawan Sector 17 Chandigarh and must reach on or before 03 February, 2023 by 1500 hrs. If delivered by post, Punjab Infotech shall not be responsible for loss or delay in transit.

(E) Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification

(F) Non-acceptance of the tenders received after the last date

Tenders received after the closing date and time prescribed in the tender enquiry shall not be accepted under any circumstances.

(G) Non-transferability

This tender is non-transferable

(H) Extension of last date at the Discretion of Punjab Infotech

Punjab Infotech, may in their discretion extend the last date for submission of the Tender and such extension shall be binding on all the Tenderers. In case of

government holidays/ Saturdays / sundays, the tenders will be opened on next working day.

(I) Termination of Contract

Punjab Infotech reserves the right to terminate the contract at any time without assigning any reason.

(J) TERMS & CONDITIONS

(a) Rate / Prices

- The rates should be quoted in Indian Rupees (in both words and figures) only.
- Prices should be quoted F.O.R. Destination (Free delivery at Punjab Infotech, Sector 17 Chandigarh).

(b) Penalty

- In case the Printer fails to adhere to prescribe time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the EMD/PSD is liable to be forfeited and penalty can be imposed as deemed fit by the MD Punjab Infotech.
- In the event of failure on the part of Bidder/Printing Press/Firm, Punjab Infotech may get the work completed from another printing press/firm and the previously engaged printing press/ firm will have to reimburse the extra expenditure incurred by the Punjab Infotech.

(c) Resolution of Disputes

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be resolved by the Parties through mutual consultation, in good faith and using their best endeavors. To this end, the parties agree to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate discussions between them/ their representatives or officers.

• Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of

any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 15 days after receipt. If that party fails to respond as expeditiously but not later than 15 days, or the dispute cannot be amicably settled within 30 days following the response of that party, then the second Sub-clause of resolution of disputes shall become applicable.

- **Arbitration**

In case dispute arising between the Corporation and the vendor, which has not been settled amicably, the vendor can request the Corporation to refer the dispute for Arbitration under Arbitration and Conciliation Act, 1996. Such disputes shall be resolved as per the Indian Arbitration and Conciliation Act, 1996 & The Arbitration & Conciliation (Amendment) act 2015 and any statutory modification or reenactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings will be held at Chandigarh, Punjab. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award.

- **Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Chandigarh only.

(d) Purchasers Rights

- Punjab Infotech reserves the right to accept/reject any or all the Tenders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
- Punjab Infotech reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards and specifications.

(e) Execution of Jobs

Printing of Invitation Cards should be as per the specifications (Annexure III). The printing task to be completed within one week 7 days (Including Holidays) from the date of issuance of Purchase order.

(f) Mode of Payment

Payment against Bill / Invoice shall be released only after supply of the items to the satisfaction of the Punjab Infotech. No interest will be payable on the delayed payments. Payment will be made directly to the Printer's bank account through e-payment / Cheque only. No request for other mode of payment will be entertained. No advance payment will be made in any case.

(g) General /others

- The Tenderer will be bound by the details furnished by him / her to Punjab Infotech, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of the contract.
- No charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only
- CDR curved files will be provided to the vendor for printing of envelope / invitation cards/ inserts / car stickers etc.
- This is one time printing assignment

Annexure I

CHECKLIST & ORDER IN WHICH DOCUMENTS ARE TO BE SUBMITTED

Name of Bidder: _____

| Sr. No. | Condition / Item (to be uploaded / filled online on the Portal) | Yes / No | Page No. |
|---|--|-----------------|-----------------|
| A. Will be checked at the time of Pre-qualification evaluation | | | |
| 1 | The bidder should be a registered company/firm incorporated under the Indian Companies Act, 1956/2013 or The Partnership Act, 1932 or Limited Liability Partnership Act, 2008. Incorporation Certificate (self-attested) | | |
| 2 | Proof of minimum 3 years' experience of printing work with Govt Dept. or PSUs. Any purchase order of before Dec 31, 2019 | | |
| 3 | CA certificate of annual turnover for FY 21-22, FY 21-20 and FY 19-20 | | |
| 4 | Valid GST number | | |
| 5 | Vendor should not be blacklisted by any PSU/Govt./Private Organization (Performa 7 in section 6 of the RFP) | | |
| 6 | Nos. of Branches in Tri city (Panchkula / Mohali and Chandigarh) min one – Or will open the same within 3 weeks from date of signing of the contract | | |
| 10 | Bankers with address | | |

Signature of Authorized person

Name :

Designation

Stamp

Annexure II

(Declaration Letter on Non Blacklisted Company/Firm)

[Bidders are required to submit the Declaration letter as given here on their letterhead]

To

Managing Director

PICTC LTD, 5th & 6th Floor, Udyog Bhawan

18 Himalaya Marg, Sector 17, Chandigarh - 160017

Sub: Declaration for not being ineligible due to corrupt or fraudulent practices or blacklisted by any Government or Public Sector Units in India.

Dear Sir,

We, the undersigned, hereby declare that:

We are not under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Annexure III – Financial to be submitted by the bidder Detailed specifications for different type of cards to be printed

| Items | Specifications | Qty | Per Unit Price |
|-----------------|---|--------------------------------|--------------------------------|
| Cards | Invitation Card | 4000 | <<to be filled by the bidder>> |
| | When Open – 18” X 8” | | |
| | When Closed – 6” x 8” | | |
| | Pocket size 5.8” x 2” (Slanting cut) – Printing on pocket | | |
| | Paper – Natural Evolution 300GSM | | |
| | Numbering on Cards | | |
| | Two crease | | |
| | Envelope to be printed and Pb Govt logo to be Printed at one location | | |
| | Paper – Natural Evolution 145 GSM | | |
| | When closed : Size 21.5 cm x 16.5cm | | |
| | Sealing flap – 16.5cm x 4 cm (Edge Cutting) | | |
| | Bottom Sealing Flap (Edge Cut) 16.5cm x 2cm | | |
| | Numbering required | | |
| | Bottom of envelope 33cm x 1 cm | | |
| Stickers | Car Pass Stickers (Both side printing & 3 Different Colors) Type 01- 600 Type 02 - 900 Type 03 - 3000 1. Size 17 cm X 10cm 2. Paper 170 GSM 3. Glue pasting front | 4500 | <<to be filled by the bidder>> |
| Inserts | Inserts Type 01 – 600 (One Side Print) Type 02 – 600 (One Side Print) Type 03 – 800 (One Side Print) Type 04 - 4000 (Both Side Print) Size 6 inch X 8 inch Natural Evolution only both side printing colour Paper: 300GSM | 2000 (One Side Print) | <<to be filled by the bidder>> |
| | 4000 (Both Side Print) | <<to be filled by the bidder>> | |