

**Punjab Information & Communication Technology Corporation Ltd
(Punjab Infotech)**

PICTC/Admin/E//DIS/48718/2026

Date 16.02.2026

**Sub: Request for Quotation for printing of Sector- specific collateral booklets for
Progressive Punjab Investors’ Summit 2026**

CP may kindly be seen wherein Invest Punjab has accorded approval for calling the quotations for the printing of Sector specific booklets for the Progressive Punjab Investors’ Summit 2026.

2. In this connection it is submitted that tentative cost of printing of the Sector specific collaterals are as under:

Collaterals	No of collaterals	Tentative pages in the collateral	No. of copies of the each collateral to be printed	You per page rates Without any tax
Size when closed 7.5” X10” Size when opened 15” X10” Outer pages 04 Binding – centre staple Inner pages 170 GSM matt Outer pages 300 GSM Paper – Bilt Sinar Mass	16	Sports -42	200 copies of each collateral	<< per page rates>>
		IT-48		
		Edu-48		
		H.tool- 44		
		Allow – 36		
		Chemical – 38		
		Renewal-48		
		Textile - 44		
		Agri - 48		
		Health - 48		
		Logistics - 54		

		Mobility- 44		
		Tourism - 52		
		Media-34		
		Pharma - 38		
		Startup - 36		

Terms and Conditions

1. Scope of Work

The bidder shall undertake the printing, finishing, packing, and delivery of printed material strictly as per the specifications provided in the RFQ document.

The bidder should have operational printing facility in the **Tricity – Chandigarh –Mohali – Zirakpur and Panchkula**

2. Quality of Material

- Paper quality, GSM, shade, and finish must strictly conform to the approved specifications.
- Printing must be sharp, smudge-free, and in accurate color tones.
- Cutting, creasing, and pasting work must be neat and professional.

3. Proof Approval

- The successful bidder must provide physical proofs before bulk printing.
- Printing shall commence only after written approval of the proof from the concerned authority.

4. Quantity Variation

- The quantity mentioned is tentative and may increase or decrease as per requirement.
- Payment will be made on an actual quantity basis at approved rates.

5. Delivery Schedule

- The entire material must be delivered within 5 working days respective of Saturday, Sunday or any holidays
- Delays may attract a penalty as decided by the department.

6. Packing & Transportation

- All printed material must be properly packed to avoid damage during transit.
- Safe delivery at the designated office location shall be the responsibility of the printer.
- No payment will be paid towards carriage or transportation

7. Rejection Clause

- Any material not conforming to specifications or found defective shall be rejected.
- The printer shall replace rejected material at their own cost within the stipulated time.

9. Payment Terms

- Payment shall be released after satisfactory delivery and inspection of the material.
- No advance payment will be paid to successful bidder

10. Taxes & Duties

- Rates quoted must be inclusive of all taxes, duties, loading, unloading, and transportation charges.
- Applicable GST must be clearly mentioned in the quotation.

13. Right of Acceptance

- The department reserves the right to accept or reject any or all quotations without assigning any reason.

14. Dispute Resolution

- Any dispute arising out of this contract shall be subject to the jurisdiction of courts at Chandigarh.

15. 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.

a) 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.

b) Arbitration

In case dispute arising between the client and the Bidder, which has not been settled amicably, the Bidder can request the Client 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 and The Arbitration & Conciliation (Amendment) Act 2015 and any statutory modification or re-enactment 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. The expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

16. Last date for Submission

You are requested to submit your best possible rates on or **before 5 pm February 23, 2026**