



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

Corporate Identity Number: U40109PB2010SGC033814

www.pstcl.org (O/o Company Secretary) E-mail: comp-secy@pstcl.org

Tel. No. 0175-2970047

NOTICE BOARD

Enquiry No.: 01/2023-24

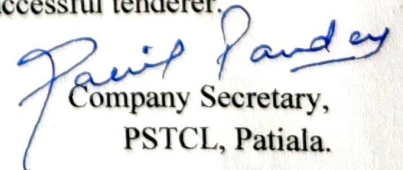
Dated: 01.08.2023

Subject:- Printing & Supply of 200 copies and 250 CDs of 13th Annual Report of the PSTCL for FY 2022-23.

The PSTCL Invites sealed tenders addressed to the undersigned on 22.08.2023 up to 3:00 PM for Printing & Supply of above books and CDs as per specification enclosed. The sample may be seen in this office on any working day before quoting rates if so desired. Tender not submitted in accordance with the specification and term & conditions will liable to be rejected. Tenders will be opened on the same day i.e. 22.08.2023 at 3.30 PM. If 22.08.2023 happens to be holiday, the tenders will be opened on next working day at the same time.

1. Tenders must accompany demand draft amounting Rs. 5,000/- (Rs. Five Thousand Only) to be in favour of Accounts Officer/Cash, PSTCL payable at Patiala on account of earnest money deposit. **Non receipt of earnest money alongwith quotation will liable for rejection of tender.**
2. The work is required to be completed within stipulated time as mentioned in the specification from the date of receipt of purchase order or supply of Punjabi material as required to be added in the report whichever is later.
3. You are requested to quote your rate in lump sum for the printing & supply of above books and purchased & development of CDs/DVDs. The tender amount should be inclusive of cost of paper, packing, forwarding & cost of CD, writing Charges, CD cover and CD sticker & other incidental charges F.O.R. destination Company Secretary, PSTCL, Patiala. Any statutory levies, if any shall be clearly mentioned for evaluating the bids.
4. The supply should be neat & sharp based on off-set process and strictly confirm to the specifications otherwise the entire supply will liable to be rejected.
5. Inspection of material will be carried out by a representative of this office before its dispatch. Date of dispatch will be treated as delivery date. If on inspection, the supply is found ready & complete in all respect, necessary instructions for dispatch/delivery of material will be issued. Proper arrangements for the inspection of material by the Inspecting Officer so deputed will have to be made by the successful tenderer.

DA/Specifications &
Terms & conditions.


Company Secretary,
PSTCL, Patiala.

Specification

Title	300 gsm Art Card
Inner lays	Photostat A-4 size on 75 GSM
Printing	Cover Page (Multi Colour) Inner Pages (Multi Colour)
Binding	Perfect
Title	Matt Lamination
Paper Size	<u>45x56</u> cms 4
Date and Design of Title	Data will be provided by PSTCL in Black and White both in Soft as well as in Hard Copy.
Proof Reading	1 st proof reading within 15 days from the date of allotment of the work. 2 nd and Final proof reading within 7 days from the submission of corrected draft of 1 st proof reading.
Supply of Printed Copies	Within 15 days from the submission of Corrected draft of 2 nd proof reading.
No. of Pages	180 nos. approximate excluding cover. Any Increase in number of pages will be paid on Proportionate basis.
Typing of Printing of Book	Laser type setting & offset printing with proper partition and parchments on parchment paper.


Company Secretary,
PSTCL, Patiala.

TERMS AND CONDITIONS FOR THE TENDERERS TO BE READ ALONGWITH THE SPECIFICATION.

1. The following instructions must be carefully observed by the Tenderers:
QUOTATIONS/TENDER NOT STRICTLY IN ACCORDANCE WITH THESE INSTRUCTIONS WILL BE LIABLE TO BE REJECTED
 - a) The tender must be complete in all respects. The following points should carefully be studied in order to ensure submission of a complete and comprehensive tender. Failure to comply with any of these instructions or to offer brief explanation for noncompliance is likely to render effective comparison of the tender as a whole, impossible and may lead to rejection of an otherwise competitively lowest offer.
 - b) Tender shall be submitted in duplicate/clearly marked as 'Original', 'Duplicate'.
 - c) Telegraphic quotations will not be accepted.
 - d) The tender shall be sent in two separate envelopes, one envelope containing deposit of Earnest Money and the other containing the main tender in duplicate. While opening the tenders the envelope containing Earnest Money shall be opened first and in case the deposit of Earnest Money is in accordance with the terms of Notice Inviting Tender only then, the second envelope containing the tender will be opened.
2. The officer inviting tenders, Contracting/Purchasing Agency/PSTCL (herein after referred to a Purchaser) reserve the right to modify the schedule of requirements, technical particulars and the specifications at any time and to place the order as a whole or in parts and to reject any or all the tenders received without assigning reasons. He will not be responsible for and will not pay for expenses or losses that may be incurred by Tenderer in the preparation of the tenders.
3. Tenders must be sent under sealed cover quoting tender Enquiry No. and Date on which the tender is due and items of material covered.
4. Tenders shall be received in the office of Company Secretary, PSTCL upto 3.00 P.M. on the due date given in the tender notice and shall be opened immediately in the presence of tenderers and their agents who may like to be present in case the due date happens to be a holiday, the tenders shall be received and opened at the same time and place on the next working day.
5. **PRICES**
Rate quoted should be firm inclusive of all taxes/charges/GST etc. F.O.R. Company Secretary, PSTCL, PSEB Head Office, The Mall, Patiala. All taxes duties and service tax liveable on price quoted shall be shown separately.
6. **VALIDITY**
The tender should be valid for 120 days from the date of opening,
7. **TERMS OF PAYMENT**
100% payment alongwith 100% taxes duties shall be released by PSTCL after receipt of material in good condition and after duly inspected according to specifications in the office of Company Secretary, PSTCL, PSEB Head

Office., The Mall, Patiala and submission of bills along with sales tax/GST certificate as per Para-15(ii) of General Terms and Condition of Erstwhile PSEB Purchase Regulations, 1981.

8. DELIVERY SCHEDULE

The whole material will be supplied within the time specified in the NIT/Specification otherwise the material is liable to be rejected.

9. PENALTY/DAMAGES FOR DELAY IN DELIVERY

If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Purchase Order/Contract, he is liable to pay as penalty charges, a sum of Rs. 0.5% (half of one percent) of the total cost of undelivered supply/incomplete equipment per month of delay or part thereof not exceeding maximum limit of 10% of the total cost of complete unit of undelivered material/equipment, so delayed.

10. PROOF READING/INSPECTION/TEST

- i) Rough proofs (in duplicate) shall be got approved from PSTCL, Patiala before final printing. The proof duly signed and stamped should be supplied duplicate. One copy of proof duly signed by PSTCL will be returned back after correction. Fresh proof will again be submitted as per above procedure. This will continue till the final printing orders are released. The time taken in proof reading i.e. from the date of submitting proof to the date of final approval by the PSTCL, will be extra and will be counted towards extension in delivery period.
- ii) Inspection of the material will be carried out by a representative of the PSTCL before its dispatch. Proper arrangements will be made for the inspection of the material by the successful tenderer. Testing charges for carrying out test from PSTCL/Govt. approved Test House, will be borne by the supplier. Inspection period will be counted towards extension in delivery period.
The samples drawn during inspection by the representative of the PSTCL for testing will be made good by the supplier or the cost of samples will be borne by the printer himself.
- iii) The material may be packed in gunny/hessian cloth/bags in equal quantity before inspection. Bundles should be sewn in such a manner that at the end, seal is affixed to guard against pilferage inspecting Officer and representative of the firm will append signature on the inspected samples.
- iv) Random testing of material on the receipt in the respective office irrespective of the fact whether or not it was inspected before despatch shall be carried out by PSTCL and in case of any failure, the entire lot will be rejected at the risk and cost of the supplier.

11. EXTENSION IN DELIVERY PERIOD

Normally no extension in delivery period shall be allowed. Extension will only be allowed if the printer/supplier will submit proof with concrete reasons for the delay in delivery which is not in his control.

12. NEGLIGENCE AND DEFAULT

In case of negligence on the part of supplier/Contractor to execute the order/contract with due diligence and expedition and to comply with any reasonable order given in writing by the purchaser in connection with the Purchase Order/contract of any contravention in the provisions of the Purchase Order/Contract, the purchaser may give 21 days notice in writing to the supplier/contractor to make good the failure or neglect or contravention and if the supplier/contractor fails to comply with the notice within time considered to be reasonable by the purchaser, he will have the right to cancel the P.O./contract and suspend/terminate business dealings with the firm for specific period and forfeit security deposit.

13. FORCE MAJEURE

During the pendency of the Contract/Purchase Order, if the performance in whole /part by either party or any obligation thereunder is prevented/delayed by causes arising out of any war, hostility, civil commotion, acts of the public enemy, Sabotage, fire, floods, explosions, epidemics or non availability of Government controlled raw-material under order/Instructions of Central/State Govt. regulations, strikes, lockouts, embargo, acts of Civil/Military authorities or any other causes beyond their reasonable control neither of the two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence.

14. EARNES MONEY

The tenderer are required to submit earnest money at the following rates in the form of PSTCL Cash Receipt/Demand Draft/Pay order along with tenders. The Demand Draft should be in the name of Accounts Officer/Cash, PSTCL, Patiala payable at Patiala.

- | | |
|---------------------------------------|---|
| a) Tenders valuing uptoRs. 50,000/- | NIL |
| b) Tenders valuing above Rs. 50,000/- | Rs. 2% of tendered value
subject to minimum of Rs.
5000/- & maximum of Rs. 10
lac. |

15. SECURITY DEPOSIT

- 1) The successful tenders shall be required to submit security deposit for faithful execution of the Purchase order/contract at the rate of two percent (2%) of ordered value rounded off to a multiple of Rs. 10/- (on the higher side).
- 2) Ordinarily, in the case of successful tenderers, the Earnest Money received with the tender shall be converted into security deposit. If the amount of earnest money received with tender falls short, the contractor/supplier shall be required to deposit the additional amount.
- 3) The tenderers, having permanent deposit of Rs. One lac with PSTCL (P&S) Organisation and hence exempted from depositing earnest money

- with tender, shall also be required to submit security deposit @ 2% of the ordered value in the form of cash/demand draft/bank guarantee within 30 days from the award of order/contract.
- 4) The following shall be exempted from depositing security against order/contract awarded to them:-
 - a) Public Sector Undertakings owned by Punjab Govt./Central Govt./Other State Govts.
 - b) Manufacturers/suppliers of proprietary items..
 - 5) On faithful execution of purchase order/contract in all respects, including warranty period, the security deposit of the contractor/supplier shall be released by the purchaser.
 - 6) In the event of default on the part of the contract/supplier in the faithful execution of purchase order/contract, his security deposit shall be forfeited. The forfeiture of security deposit shall however, be without prejudice or any other rights arising or accruing to the PSTCL under relevant provisions of the Purchase Order/Contract like penalty/damages for delay in delivery including suspension of business dealings with Corporation for a specific period.

16. GST

The supplier is fully responsible for the deposit of GST claimed from PSTCL against their bills to the tax authorities in time. In case he fails to do so action against the firm will be taken by the PSTCL as per GST.

17. INSURANCE

The suppliers shall be wholly responsible for the loss, shortages and damages etc. during transit. Such shortage and damages etc., will have to be replaced/repared by the supplier/Contractor fee of cost immediately without waiting for maturing of the Suppliers/Contractor's Claims with the Road Transport/Railway Authorities.

In case replacement/repair of defective material is not carried out within six months of intimation of damages, supplier shall have to pay interest at the rate of 12% per annum on the advance payments made by the Punjab State Transmission Corporation Limited from the date of its payment upto the date of replacement.

18. WARRANTY

PSTCL reserves the right to draw fresh sample within 3 months after receipt of supply and to get them retested. In case as a result of such retesting material is not found in accordance with the specification of the P.O. the supplier shall have to bear the said testing charges/replace the material, besides bearing other liabilities and responsibilities as enjoined under the purchase order.

19. CHANGES

No variation of modification of waiver of any of the terms and provisions shall be deemed valid unless mutually agreed upon in writing by both the Purchaser and the Supplier.

20. OCTROI CHARGES

Octroi Charges shall be paid extra on actual basis if applicable and demanded in the tender by the Printer/Supplier otherwise no octroi charges will be paid.

21. DESPATCH INSTRUCTIONS

The material will be required to be despatched as per despatch instructions issued by this office.

22. RAW MATERIAL

The paper/Craft Paper/Board to be used in the manufacturing of material against the Purchase Order shall be of best quality of its kind obtainable in the market. The supplier shall be solely responsible for the procurement of raw material required for the job as per specification.

23. SAMPLES

Whenever asked for, samples must be supplied by the supplier/printer free of cost at the purchaser's office. Ordinarily samples will not be returned to the Tenders/Supplier. However, expensive samples, the return of which is desired by the Supplier/Contractor, will be returned to him at his risk and cost.

24. CANCELLATION

The purchaser reserves the right to cancel the purchase order as a whole or in part at any time or in the event of default on the part of the supplier prior to the receipt of intimation regarding taking in hand of the manufacture of material against the Purchase Order/Despatch of material to the consignee.

25. JURISDICTION

All legal proceedings in connection with this Purchase Order/Contract shall be subject to the territorial Jurisdiction of the local Civil Courts at Patiala only.

26. ORDER PREFERENCE

PSTCL would allow an order preference to such tenderers whose works are situated within the State of Punjab as per the procedure laid down as under:-

- a) The rate of Punjab firms would be de-escalated by 15% for all the units. For Punjab based firms upto 20% of the total quantity can be reserved provided they fall in the consideration zone after application of price differential. For this purpose the merit position of the Punjab firms shall be prepared separately. However, where the Punjab firms qualify amongst the lowest bidders on their own quoted rates, they shall form part of the original quoted list for the purposes of placing orders.
- b) The zone of consideration for placing of purchase order/contract would thereafter be demarcated taking into account the quantity of material require as per NIT and the quantities offered by the different tenders.
- c) The purchase on the Punjab firm claiming order preference and falling within this zone would be placed on the lowest rate of the firm not claiming order preference within the zone of consideration or on the concerned Punjab firm's own quoted rate, whichever may be lower.
- d) In the event of zone of consideration ending at the de-escalated rate tendered by the firm claiming order preference, the rate to be allowed to such firm shall be the next quoted rate by firm not claiming order

preference or the concerned firm's own quoted rate, whichever maybe lower.

- e) The Punjab based firms claiming order preference shall be required to furnish an undertaking in prescribed form on a Non-judicial stamp papers of appropriate value to the effect that they shall execute the order if placed on them under 'Order preference' as per the tender specification. Such undertaking should be submitted by the Punjab based tendering firms latest by the close of day of opening of the tenders. In case, no such undertaking is furnished by the Punjab based firm who are otherwise eligible for claiming 'Order Preference' as per the tender specification, their tender shall not be considered for placement of any order under preference in the event of refusal by the Punjab based firms to execute the purchase order/contract at their quoted rates or offers made under 'Order Preference' as per 'C' and 'D' above as the case may be. After having furnished the above undertaking their Earnest Money shall be forfeited apart from initiating further administrative action, such as suspending business dealings, blacklisting etc."

27. CONSTITUTIONAL EXPERIENCE AND FINANCIAL STANDING

The tenderers should invariably supply the following information with tender:-

- a) Constitution and composition of the firms:-
- i) If a Joint Stock company, copy of memorandum and articles of Association and other particulars.
 - ii) If a proprietary concern, the standing of the proprietor and if registered with the Registrar of Companies/Firms, their registration No.
 - iii) If partnership, a copy of the partnership deed, particulars of partners.
- b) Particulars of the purchase orders/contracts executed with this Erstwhile Board/PSTCL and other Boards/Government Departments.
- c) Experience and standing in the market.
- d) Financial position.
- i) Balance sheet for the last three years, including Trading/Manufacturing, Profits and Loss Account.
 - ii) Bank reference.

28. OTHER MISC. CONDITIONS

- i) Only those printers who have their own printing presses are eligible to quote their rates.
- ii) 'A' denotes one side printing & 'B' denotes both side printing.
- iii) Printing only in Punjabi script or as per sample will be done.
- iv) The specimen, sample of material to be printed can be seen in this office on any working day.
- v) Tenderers should quotes rates in clear terms i.e. including discount etc. Once the tenders are opened, no request/representation for additional/alteration/amendment in the rates quantity, of any item will

be entertained. In case firms fail to comply with these instructions and put in such requests later, it will be presumed that they want to vitiate our tendering process and necessary action to dispense with further business dealings with such firms, will be taken.

- vi) The paper and ledger paper to be used for job should be conforming to ISS 1848/1991 amended up-to-date.
- vii) A sample of white printing paper/Ledger Paper/White Cartridge sheet or other material to be used in the job, should accompany the tender as per specification mentioning the name of manufacturing Mills indicating its size, weight per ream etc.
- viii) An aster of white paper is to be provided on both sides of each register of pucca bound.
- ix) In case of printing of Books/Erstwhile Board's Regulations etc. printing only on offset machine will be accepted.
- x) The nomenclature of each register/ledger of pucca bound is to be printed on chit pasted in Punjabi script in front of register/ledger.
- xi) Kacha bindings means with thick khaki cover paper of 80 GSM cloth back cut flush sewn with pucca reel thread.
- xii) A white paper is to be pasted on inner and outer-side of both the straw board covers.
- xiii) Pucca binding means binding with 90 decagram (1800 GSM) straw board, superior cloth back cut flush, sewn with pucca reel thread.
- xiv) The material may be packed in gunny/Husseini cloth/bags in equal quantity before inspection. Bundles should be sewn in such a manner that at the end, seal is affixed to guard against pilferage. The outer side of each bag should indicate clearly the name of the material & its quantity.
- xv) The charges for laboratory testing to be carried out at PSTCL's level from Govt./PSTCL's approved test house will to be borne by the supplier case cost of the item exceeds Rs. 60,000/-.
- xvi) Telegraphic tenders and tenders being not in duplicate shall not be accepted/entertained.
- xvii) No specification/tender documents will be issued to the firm where there is 25% or more default for a year or more in making suppliers against earlier purchase order placed on it.
- xviii) PSTCL reserves the right to draw fresh sample within 3 months after receipt of supply and to get them re-tested. In case as a result of such retesting material is not found in accordance with the specification of the P.O. the suppliers shall have to bear the said testing charges/replace the material besides bearing other liabilities and responsibilities as enjoined under the purchase order.
- xix) In case of fake inspection call i.e. when readiness of material is not ready, a charges, of Rs. 1000/- to the local firms at Patiala and Rs.

1500/- to the firm situated outside Patiala shall be charged extra on each visit.

- xx) Rates should be quoted item-wise ,both in figures and words.
- xxi) Rates should be quoted F.O.R. destination in PSTCL ,office ,located at different locations in Punjab(As Per list attached).
- xxii) The supply should be as per specification, otherwise the material will be liable to rejection.
- xxiii) The date of actual delivery of material in PSTCL /Store located at different locations in PUNJAB(List attached in good condition shall be reckoned as the date of delivery.
- xxiv) The un-necessary condition such as"_____ (Blank) Nil% shall be allowed" should not be incorporated in the tender. The tenderers should submit tender according to PSTCL's terms and conditions as mentioned in the NIT/Specification and should not add conditions of their own in the tender.
- xxv) **LATE TENDER**
Tenders received after due date and time ,even if posted before the due date of opening shall not be entertained ,at all.
- xxvi) **REJECTION OF MATERIAL**
Defective /Material not found as per specification will be rejected and if accepted suitable penalty will be imposed by the accepting authority.
- xxvii) All numerical figures affecting rates must be shown in words also ,and preferably typed tenders may be submitted.
- xxviii) The tenderers are required to furnish the following certificate along with the tender:-
 - a) CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY&UNDERTAKE TO ABIDE BY THEM FAITHFULLY .FURTHER CERTIFIED THAT I/WE COMPLETE THE WORK, IF ALLOWED TO US WITHIN STIPULATED PERIIOD.
 - b) THAT WE WOULD NOT PAY ANY COMMISSION ETC.OR ENGAGE ANY COMMISSION AGENT OR LIAISON AGAINST FOR DEALING WITH THE PSPCL IN THE MATTER.
- xxix) Signatory of the Tenderer should give his full name in capital letters and also relationship with firm, besides stating that he is authorized to do so.


Company Secretary,
PSTCL, Patiala