



Punjab State Electricity Regulatory Commission
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To

Registered Post

Memo No. 4221/4242 /PSERC/Gen.538/Part- 4 Dated: 01.10.2020

Sub:- Inviting of quotations for Printing and Binding of Annual Accounts & Audit Report of the Commission for the FY 2018-19.

As approved by the Competent Authority fresh sealed quotations for the printing and binding of Annual Accounts & Audit Report for FY 2018-19 are hereby invited for preparation of 300 copies of Annual Accounts & Audit Report (approximately 60 pages including 1-4 title pages) are required to be printed. Total 300 copies are required to be printed bilingual i.e. English and Punjabi version as per following description:

Description	Quantity of book sets
Photo typesetting & Offset Printing of Annual Statement of Accounts for the Financial Year 2018-19 containing about 60 pages including title 1-4 in M/C on 300 gsm art card with one side lamination and balance inner pages in one colour offset printing on 130 gsm Art paper in size 8.5"x 11" including Punjabi translation of 30 pages (approximately)	300 Books Approximately 30 pages (for Punjabi translation)

Note:- The quotations should reach this office on **08.10.2020 upto 1.00 PM** and will be opened on the same date at **3.00 PM** positively. In case the due date and time happen to be a Public holiday, the tenders shall be opened on the next working day at the same time and place. The bidders or their representatives may present at the time of opening the quotations. Quotations will be received by the Asstt. Director/GS, who will put his initials and will write date and time of receiving the tender on the envelope.

Terms & Conditions:

1. The payment shall be made after satisfactory completion of work which will be duly certified by DDO. 90% payment of contract value will be paid along with taxes & duties and other statutory levies as per the LOI within 30 days against receipted Challans & submission of requisite documents. The balance 10% Payment shall be kept as performance Guarantee which shall be released on expiry of three months from the date of receipted Challans & submission of requisite documents. The Earnest Money received against tender will be converted into Security Deposit at the rate of three percent (3%) of ordered value rounded off to a multiple of Rs. 10/- on the higher side.
2. The work will be completed within **45 days** after the allotment of work. No extension will be given after stipulated time.
3. You will ensure superior quality work as per sample which may be seen at any time during office hours.

4. Any defective/inferior quality will be replaced without any extra cost.
5. EMD amounting to Rs. 1000/- in shape of DD in favour of Secretary, PSERC, payable at Chandigarh be attached. Without EMD quotation shall be rejected.
- i. The following shall be exempted from depositing the Earnest Money:-
Public Sector undertakings owned by Punjab Govt./Central Govt./other State Govt. supplying material directly through units owned by them subject to submission of documentary evidence of Government ownership. This exemption shall not be available if the Tender is submitted for supply of material through private unit/manufacturer.
- ii. Earnest Money shall be forfeited in case of withdrawal/modification of an offer within the validity period, as required in the Tender Specification after opening of tender.
- iii. In case of successful Tenders, Earnest Money shall be converted into Security Deposit and shortfall, if any shall be got deposited for faithful execution of Contract.
6. The rates shall be inclusive of all taxes.
7. The offer shall be valid for 120 days from the date of opening of the Tender enquiry.
8. Draft sample will be shown to DDO within 30 days from the date of supply order.
9. Quotations should be on the letter head of the firm.
10. EMD will be put in one envelope clearly written "EMD" on the envelope and Quotation and other Terms & Conditions in other envelope clearly written as "Quotation" on the envelope.
11. Each firm will give a certification that they have not been blacklisted by any office.
12. Quotation received after due date and time will not be accepted.
13. Conditional quotation shall be rejected by the Committee.
14. No interest shall be paid by PSERC on EMD deposited by the tenderer/bidder.
15. Accepting/rejection bids is the sole discretion of the accepting Officer.
16. Final Printing work will be taken after approval of the proof by this office.
17. Account Section will be the Consignee
18. Any Corrigendum/Addendum will be uploaded on website of PSERC.

This issues with the approval of the Competent Authority.

Dy. Secretary/Admn

CC:

1. AD/GS
2. Notice Board, PSERC
3. Website, PSERC
4. DDO, being Indenting Officer.
5. Standing Purchase Committee.