

QUOTATION

For

Finalising of Annual Rate Contract

For

Purchase of Office Stationery Items

Name of the Firm & Address	
Telephone & Mobile Number	
PAN No.	
GST TIN Number	

1. Last Date of receiving the quotation is 25.09.2019(Wednesday)
And quotation shall be open on next day i.e.26/09/19 at 3:PM

QUOTATION NOTICE

Last Date and time of submission of Quotation: _____

Date and time of opening: _____

1. Sealed quotations are invited for the execution of Annual Rate Contract for supply of office Stationery items on the basis of day to day requirement of the company. The quotation must reach this office duly addressed to the General Manager (F&A), Punjab Municipal Infrastructure Development Company (PMIDC), Punjab Municipal Bhawan, Plot No: 3, 5th Floor Sector 35A, Chandigarh on or before by Last Date of receiving the quotation is 25.09.2019(Wednesday) (up to 5.00 P.M) which shall be opened on next day i.e. 26/09/2019 (By 3.00 PM) in the office of PMIDC, Committee Room (517) 5th floor Punjab Municipal Bhawan in the presence of firms/agencies or their authorized representatives. The sealed quotations superscripted with the "QUOTATION FOR SUPPLY OF OFFICE STATIONERY ITEMS" shall be submitted with the Room No-521 PMIDC, Punjab Municipal Bhawan, Plot No:3 , 5th Floor Sector 35A, Chandigarh. **No quotation will be accepted after due date.**

SCHEDULE

Sr. No.	Description	Contract Period
1.	As per Schedule	One Year FY-2019-20

ELIGIBILITY CRITERIA:

1. Bidder should have proprietor/company/registered firm at Chandigarh.
2. Bidder should have business establishment for last 5 years (attach document in support).
3. Bid Security of Rs.7000/- is to be attached with the quotation.

TERMS AND CONDITIONS:-

1. It should be clearly mentioned that the rates are inclusive of all applicable taxes.
2. Telegraphic/via E-mail quotations will not be entertained.
3. All disputes concerning in any way with these quotations are subject to the Jurisdiction of Chandigarh.
4. No claim on account of rises in price shall be entertained.
5. The firm shall not sublet or outsource the contract to/from any other vendor.
6. Conditional quotation shall not be entertained and same shall be summarily and same shall be summarily rejected.
7. The Chief Executive Officer reserves all rights to reject any or all the quotations without assigning any reason.
8. Rates offered should be mentioned both in figures as well in words.
9. About Rs.3.5 Lacs (Three Lacs Fifty thousand only) expenditure per annum is incurred by the PMIDC for procurement of the office document printing.
10. Bidders are required to deposit earnest money of Rs.7000/- in form of Demand Draft of Nationalized/Scheduled bank only in favour of Punjab Municipal Infrastructure Development Company (PMIDC) payable at Chandigarh.
11. The above security will be returned to the successful bidder after submitting of the performance guarantee or adjusted to the performance guarantee.
12. Bid security of unsuccessful bidder will be returned to them within 7 days after execution of the rate contract with successful contractor.
13. Successful bidder is required to deposit Rs.15,000/- as performance guarantee in shape of Demand Draft/Bank Guarantee of Nationalized/Scheduled Bank only in favor of Punjab Municipal Infrastructure Development Company (PMIDC) payable at Chandigarh for execution of the contract within 15 days after issuance of work order.
14. In case the date of issue/receipt of quotation form is declared/happens to be a public holiday, the quotation will be issued /received on the next working days.

TERMS AND CONDITIONS FOR THE EXECUTION OF ANNUAL RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY ITEMS ARE ATTACHED AT "ANNEXURE-A" TO PUNJAB MUNICIPAL INFRASTRUCTURE DEVELOPMENT COMPANY (PMIDC).

1. Quotation in SEALED COVER, superscripted with words "QUOTATION FOR SUPPLY OF OFFICE DOCUMENTPRINTING" on Annual Rate Contract at PMIDC must reach this office duly addressed to the General Manager (F&A), Punjab Municipal Infrastructure Development Company (PMIDC), Punjab Municipal Bhawan, Plot No: 3, 5th Floor Sector 35A, Chandigarh Last Date of receiving the quotation is 25.09.2019(Wednesday) (up to 5.00 P.M).**No quotation will be accepted after due date.**
2. The Quotations shall be opened on next day i.e. 26/09/2019 by 3.00 PM in the office of PMIDC. Committee Room (517) 5th floor Punjab Municipal Bhawan. Committee Room (517) 5th floor Punjab Municipal Bhawan in the presence of firms/agencies or their authorized representatives.
3. The rates are to be quoted in the Performa enclosed herewith **Annexure A**. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under full signature of the authorized signatory. Quotations do not fulfill this condition will not be considered.
4. Quoted rates should be includes of all taxes.
5. Rates should be quoted F.O.R PMIDC, Punjab Municipal Bhawan, and Plot No: 3, 5th Floor Sector 35A, Chandigarh.
6. Any increase or decrease of taxes, duties or prices of item etc. will not affect the rate contract with PMIDC.
7. The Chief Executive Officer, PMIDC reserve the right to accept or reject any or all quotations without assigning any reason.
8. The Purchase Committee, PMIDC reserves the right to reject any supply if the same is /are not found in accordance with the description specifications.
9. Tenure of Contract:
This proposed contract, if otherwise is not cancelled for the breach of any obligation, shall be for one year from the date of its commencement.
10. The Chief Executive Officer, may, however, on the written request from the supplier before the expiry of the said term extend the ARC on such terms or for such period as he may think proper having regard to the performance of the supplier.
11. The quotationer must enclose the copy of PAN with the Quotation.
12. The quotationer shall ensure that all stationery items are of reputed brand and of good quality as explained in the Quotation Document.
13. All bidders should also quote their Telephone, Mobile Number and e-mail address for future correspondence.
14. Payment shall be released within 10 days from delivery of goods and acceptance thereof by PMIDC.
15. Rates should be quoted in the prescribed Performa for each item/brand separately as per the format given at **Annexure-A**.
16. The Annual requirement mentioned in Annexure-A is tentative, can vary as per actual consumption. The payment will be made only for the quantity of goods which will be supplied to PMIDC.
17. The willing agency should submit the quotation and abide by the validity.
18. The overall lowest rate quoted bidder will be selected for the annual rate contract.
19. Stationery will be branded not duplicate or Chinese product.
20. Loading and unloading will be supplier side without any extra cost.
21. Stationery will be delivered within 2 days after the Purchase order Received from the Department.

For Punjab Municipal Infrastructure
Development Company
General Manager (F&A)

Punjab Municipal Bhawan, Plot No: 3
Dakshin Marg, 5th Floor
AND Sec-35A
Chandigarh.