

Tenders are invited for printing of superior quality PVC ID cards

Terms & Conditions

1. Earnest money amounting Rs. 20,000 must be sent with the tenders in the form of Demand Draft (D.D) issued in favour of the Director-cum-CEO PUNMEDIA, Information & Public Relation department, Punjab at 5th Floor, Punjab Civil Secretariat-1, Sector-1, Chandigarh and payable at Chandigarh only. No tender will be accepted without Demand Draft. It should be attached with **Technical Bid**.
2. The Bidders have to pay worth Rs. 1000/- (**Non-Refundable**) for the Tender document Fees.
3. Conditional tender will not be accepted.
4. The Certificate from the firm that these rates are not more than that given in any government undertaking Boards & Corporations and the other states.
5. The Rate should be inclusive of all taxes.
6. Earnest money of successful bidder will be treated as security till the completion of work.
7. No tender will be accepted after the stipulated time frame.
8. **Technical Bid** will be opened on 25 June, 2020 at 3:00 PM in Room No. 20, 5th Floor, Punjab Civil Secretariat-1, Chandigarh.
9. Technical Bid shall consist of following documents (Qualifying Requirements):-
 - (i) Firm/Vendor would have to attach atleast 2-3 samples of PVC ID cards (with Hologram).
 - (ii) The Tenderer should attach these 'Terms & Conditions' of the Tender with 'Technical Bid' after signing alongwith stamp of the Press on each & every page.
 - (iii) Only those firms (Pvt. Ltd. or Ltd.) or proprietorship firm can participate who have valid GST Registration Certificate issued from the Competent Authority. Copy of GST Registration Certificate should be attached with the tender.
 - (iv) PAN Card of the firm/proprietor & the copy of the same should be submitted with the tender.
 - (v) last 3 years returns.
 - (vi) last years audited balance sheet from the Chartered Accountant.

Above all documents must be attested by the Firms/Bidders.

10. The **Financial Bid** of the Bidder who failed in the **Technical Bid** will not be opened and only successful bidder's **Financial Bids** will be opened on 29-06-2020 at 11:00am by rejecting the tender of unsuccessful bidders in the **Technical Bid**.

11. The printing of these PVC ID Cards will be done by the department on different dates from time to time as per the requirement. The number of cards may be increased or decreased as per the requirement.
12. Firm/vendor would be responsible for delivery of cards on the same day, on which data is provided, failing which, 5 percent penalty would be imposed Firm/vendor to secure the data and check any kind of misuse.
13. The Earnest Money/Security Deposit will liable to be forfeited in case defects in quality of product/work and the product is not as per the specification specified in the release order or any other clause in the release order.
14. The Earnest Money/Security Deposit will have to be forfeited is liable to be forfeited if the Bidder withdraws or amends, impairs or derogates from the Tender in any respect within the period of validity of the Tender.
15. For the Security Reason, Department will have to make these PVC ID Card along with Hologram.
16. It would be the responsibility of the firm/vendor to secure the data and check any kind of misuse. Govt. Secrecy certificate will be taken from the successful bidder to avoid any misuse of Govt. document at any stage.
17. In case the document provided by the tenderer proves wrong false or they deviate from any condition, his tender will be rejected, his Earnest Money/Security will be forfeited and the tenderer will be black-listed.
18. The tender would be valid for one year from the date of allotment of Work.
19. Firm/vendor is required to submit per card rate including GST.
20. DIPR reserves the right to accept/reject/Cancel the Tender at any time without assigning any reason. No Correspondence in this regard shall be entertained.
21. For defects in quality of Product/Work penalty as deemed fit shall be imposed by the undersigned, Whose decision shall be final.
22. In case of any dispute, the jurisdiction shall be at Chandigarh only.
23. For any query, The Joint Director (Production), Information & Public Relations Department, Punjab may be contacted at 0172-2741932 or +91-76588-00000.

Director
Department of Information & Public Relations,
Government of Punjab
Chandigarh