

Terms & Conditions:

- 1 Earnest money amounting to Rs.1,00,000/- (Rs. One lakh only) must be sent with the tenders in the form of Returnable Demand Draft (D.D.) issued in favour of the Deputy Controller (F&A), Information & Public Relations Department, Punjab, 5th Floor, Punjab Civil Secretariat, Sector 1, Chandigarh payable at Chandigarh only. No tender will be accepted without Demand Draft.
- 2 The Firm/ Vendor would have to attach at least 3-4 samples of Table Calendars with the tender.
- 3 No tender will be accepted after the stipulated time frame.
- 4 The Bid Documents are non-transferrable under any circumstances. Tenders once submitted will not be allowed to be withdrawn, altered or cancelled in part or in whole.
- 5 The Bidder should submit Bid in the Tender Document only. Terms & Conditions in any other format will not be considered. Any departure from these terms and conditions will be liable to disqualify the tenderer.
6. Firm/ Vendor would be responsible for delivery of Table Calendars within 7 days of issuance of Print Order, failing which 10% penalty on the face value of the bill will be imposed. Firm/ Vendor should be in capacity to print all the Table Calendars in stipulated time frame.
- 7 The Earnest Money/ Security Deposit 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.
- 8 In case the statement/ document provided by the tenderer proves wrong/ false or they deviate from any condition, his tender will be rejected, his Earnest Money will be forfeited and the tenderer will be black-listed.
- 9 It would be the responsibility of the firm/ vendor to secure the material and check any kind of misuse.
- 10 The tender would be valid for one year from the date of allotment.
- 11 Copies of Central Sales Tax No. / Sales Tax No/ GST in Number and Pan Card be accompanied with the Tender.
- 12 Copies of balance sheets showing Annual Turn-over of Rs. 3.00 crore of the firm/ vendor during the preceding 3 years (i.e. Assessment Years 2016-17, 2017-18 and 2018-19) be enclosed with the tenders.
- 13 Affidavit by the tenderer that any individual/ firm or Company or any partner(s) or shareholder(s) thereof are not blacklisted by the Union/ State Government and are not directly/ indirectly connected with or have any subsisting interest in business with his/ her/ their firm and their firm/ company is not blacklisted by Punjab Government, Central Government or any other State Government.
- 14 Firm/ Vendor is required to submit per calendar rate including GST and if it has to claim GST, the Firm/ Vendor must have a GST in Number.

- 15 The undersigned reserves the right to accept/ reject the Tender or all the Tenders without assigning any reason.
- 16 The undersigned reserves the right to increase or decrease the quantity of the Table Calendars shown in the Tender Document.
- 17 The officers authorized by the undersigned will at liberty at any point of time to visit the premises of the Printer where the job is being executed. Any fault by the Tenderer shall be liable for cancellation of the Print Order.
- 18 The Table Calendars must be supplied in packets of 10 or 20 Table Calendars each. The carton of packets must be made of strong board or withstand weight of Table Calendars packed therein.
- 19 The Table Calendars shall have to be supplied to the authorized officer/ official of the undersigned. All other incidental charges viz. packing charges, loading/ unloading charges, freight, transit insurance if any, will be borne by the Tenderer.
- 20 In case the Tenderer surrenders the work after accepting the same, penalty @ 25% will be imposed on the amount of surrendered work. The Bidder would also be liable for forfeiture of the Security Deposit and from the other Deposits of the Tenderer with the Government. In case of short supply made by the Tenderer penalty may be imposed as deemed fit.
- 21 For defects in quality of product/work penalty as deemed fit shall be imposed by the undersigned, whose decision shall be final.
- 22 Entire work assigned to the Tenderer will have to completed/ supplied within the period as per print order failing which penalty for late execution of the job will be levied as under on the amount payable:-

	Penalty (maximum) for supplies made late	Penalty @
a	Upto $\frac{1}{4}$ Part of supply time given in the print order	7.5%
b	Upto $\frac{1}{2}$ Part of supply time given in the print order	15%
	Upto $\frac{3}{4}$ Part of supply time given in the print order	25%
	More than $\frac{3}{4}$ Part of supply time given in the print order	30%

- 23 The bill (to be submitted in duplicate) must be accompanied with:-
 - (a) Two samples of Table Calendars
 - (b) Acknowledgements/ Delivery Receipts/ Vouchers duly signed by the officer/ official authorized by the undersigned.
- 24 No payment will be made in advance for any supply. And after the execution of the order, though, all efforts shall be made for making payment at the earliest possible; however, no interest shall be paid whatsoever.
- 25 The Security Deposit will be released only after making final payment of the concerned firm. Before releasing the Security Deposit " No Demand Certificate" shall have to be furnished by the Firm on judicial paper of Rs.15/- duly attested by the Ist Class Magistrate/ Executive Magistrate.
- 26 For any query, the Deputy Director (Production), Information & Public Relations Department, Punjab may be contacted at 0172-2740787 or +91-98884-53466.