

Date: 15th May 2017

Subject: - **Limited Tender Enquiry for Printing of Office Stationary items-regarding.**

PEC LIMITED, a Government of India Enterprise under the Ministry of Commerce & Industry, Government of India invites Limited Quotations for Printing and Supply of miscellaneous office Stationary items. A list of such items which are required by PEC LIMITED are given in the **Annexure II** attached herewith. The proforma for Technical Bid and details of items and quantity written in **Annexure-I & II** are for the purpose of arriving at the lowest Bidder only. PEC LIMITED does not give any Commitment at this stage about the quantity of various items, which may be required to be printed during the contract period.

In case you are interested in participating in the above said Tender process, you are requested to submit your Quotations under two bid system i.e. by submitting 2 separate sealed covers, - one for Technical Bid and the other for Financial Bid. Both these covers may be placed in a bigger envelop and on this bigger cover, the following may be super-scribed-

“Quotations for Printing and supply of office stationery items”

The Tender may be addressed to Shri Indra Vikram Singh, GM, PEC LIMITED, Hansalaya, 15 Barakhamba Road, New Delhi – 110001., and should reach us by 5th June 2017 up to 4.30 P.M.

The Technical Bids will be opened on 6th June 2017 at 3.00 P.M. in Board Room 13th floor, PEC LIMITED, Hansalaya, 15 Barakhamba Road, New Delhi – 110001. One representative of the Tendering firm can attend the opening of the Technical Bids. The Financial bids of only those bidders will be opened who qualify the Technical Bids.

Eligibility Conditions-

- The firm should have experience of at least 3 year in the field of printing and supply of miscellaneous office stationary items.
- The average turn-over of the firm during the last 3 years should be Rs. 10 lakh or above.
- The firm should be having PAN number and it should be registered with the concerned tax authorities like Services tax. VAT etc.
- It should not be black listed by any government department or any PSU. An undertaking in this regard may be attached with Technical Bid.

Note: - Documents in support of their experience, turnover and registration with Tax authorities may be attached with Technical Bid.

Selection Procedure-

The firm which meets the minimum eligibility conditions and has quoted the lowest rates shall be declared the Lowest Bidder and the work shall be awarded to him. The lowest quote shall be determined by arriving at the overall lowest rate by adding rates of all items mentioned in the prescribed format. In case 2 or more firm quote the same rate, the Tender will be awarded to the firm which have more experience in the relevant field. The decision of PEC LIMITED shall be final in this regard.

The rates quoted by your firm will be valid for a period of 3 year from the date of issue of the work order. The submission of quotation will not place PEC LIMITED under any obligation to place the order with your firm and expensed incurred by your firm in this regard will not be payable by PEC LIMITED.

An Earnest Money Deposit (EMD) of an amount of Rs. 10,000/- is required to be submitted with the Technical Bids and this EMD may be in the form of Demand Draft, Fixed Deposit Receipt from any nationalised/scheduled commercial Bank. The EMD may be drawn in favour of “**PEC LIMITED**”, and it should be payable at New Delhi. Quotations submitted without the EMD shall not be considered as valid.

The Technical Bid should be accompanied with the details of PAN number, Service Tax registration and other applicable tax registration, contact address with Telephone number and fax number. A copy each of these documents may also be attached with the Technical Bid.

In case your firm is declared as Successful Bidder and this Tender is awarded to your firm, if your firms backs out after the award of work, in addition to the forfeiture of the EMD, PEC LIMITED shall black list your firm for the period of one year from participating in the tender process of PEC LIMITED.

The articles/material will be required to be delivered free of cartage at PEC LIMITED, Hansalaya, 15 Barakhamba Road, New Delhi – 110001/or any other address in Delhi NCR as specified by PEC from time to time.

In case your firm is selected as Successful Bidder and you are asked to supply the printed material, you will be required to supply the same within two weeks from the date of placement of the order or as approved by PEC from time to time. The printing of visiting cards, letterheads etc however normally should be delivered within one week at the specified place in NCR. In case of delay on the part of your firm, liquidated damage charges at the rate of 1% of total value of the Order per week will be imposed.

PEC LIMITED reserves the right to accept or reject any or all the quotations received by PEC LIMITED without assigning any reason whatsoever.

Any further details, if required, may be obtained from Shri Ganga Ram, Senior Manager, Hansalaya, 15 Barakhamba Road, New Delhi – 110001., on any working day.

ANNEXURE - I

PROFORMA FOR TECHNICAL BID

The details of the company are as under:

Name of the firm :

Contact Address with Telephone/Fax :

Sales Tax/Income Tax Registration No:

Sales Tax/Income Tax Clearance Certificate :

PAN and Service Tax Details :

Whether EMD enclosed : Yes / No

If yes, details thereof

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DECLARATION

Declaration letter on official letter head stating the following:

(1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

(2) We are not black-listed by any Central/State Government or Public Sector Undertaking in India.

(Yours faithfully)
(Signature of the Authorized person)

Date:

Name:

Designation:

Place:

Business Address

Seal: