

**PUNJAB COMMUNICATIONS LTD, B-91, PHASE-8, INDL. AREA, S.A.S NAGAR - 160 071 INDIA.**

**TENDER ID NO**: PKG/ 04\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**: 19th Aug 2017

**DUE DATE**: 29th Aug 2017 upto 14.00 PM

**TENDER OPENING DATE:-** 29th Aug 2017 at 14.30 PM

**VENUE OF TENDER OPENING** : **MATERIAL DIVISION, PUNCOM**

To

M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Tender Enquiry (Inland) for Supply of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as mentioned below:**

Dear Sir,

Please quote your most competitive rates and best delivery terms for the following item on the terms & conditions as given below:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **ITEM CODE** | **DESCRIPTION** | **QUANTITY REQUIRED** | **TECHNICAL SPECIFICATION** |
|  |  | AS PER ANNEXURE “A” ATTACHED |  |  |

**Note**: Manufacturer name and their part no must be mentioned against each code.

1. Offer must be submitted in sealed envelope to **Sr**.**MANAGER (MATERIAL), PUNJAB COMMUNICATIONS LTD., B91, PHASE-8, INDL. AREA, S.A.S. NAGAR - 160 071 INDIA** on or before 1100Hrs (IST) of the due date.

1. The detailed General Terms & Conditions for submission of Tender – Inland (which is an integral part of this tender enquiry) can be downloaded from our website: **www.puncom..com**

**Point to Point compliance of detailed General Terms & Conditions for submission of tender is must. Otherwise, it will be presumed that the same are acceptable to the bidder.**

3. Delivery Required: WITHIN 15-20 DAYS OF RELEASE OF ORDERS.

4. Validity of the offer: MINIMUM 60 DAYS.

**5.** Interested bidders may participate in tender opening.

**6**. Late offers received after due date will not be considered.

**7**. Please mention your GSTIN & PAN No. and Commodity code in your quotation.

Kindly contact at 0172-2237130 / 32 for any clarification. **You are requested to submit your quotation on or before due date positively.** Offer shall not be considered in case of violation of above instructions

HOD (MATERIAL & STORES)

Punjab Communications Ltd.

B-91, Phase-8, Indl. Area, S.A.S Nagar – 160 071 (INDIA)

PH: - (91) 0172-2237130

Fax :-( 91) 0172-2237125

E-mail:material@puncom.com

**TERMS AND CONDITIONS FOR SUBMISSION OF TENDER – INLAND**

1. **SUBMISSION OF TENDERS:**
2. This is only an enquiry to quote and not an order. This Tender Enquiry is not transferable.
3. Tenders may be submitted in a sealed envelope super scribed with our Tender ID No & due date on the face of the envelope and should be addressed to:-

Sr.MANAGER (MATERIAL)

B-91, PHASE-8,

INDL. AREA, S.A.S NAGAR – 160 071 (INDIA)

**Note:**

1. Offer should reach to Sr.Manager (Material) on or before the due date before 14.00hrs IST of the due date.

b. Separate envelopes should be used for each enquiry / Tender ID

c. Offer should have commercial condition and technical details.

d. Your offer should be valid for a period of 180 days from the indicated due date of the tender. This is most important. Longer validity is preferred.

e. Basic rate and applicable taxes / duties must be quoted distinctly and separately. Rate such as inclusive of taxes / duties are not acceptable. In case taxes and duties are not applicable, then the same should be spelt out clearly in the offer.

1. **OPENING OF TENDERS**

Tenders against our Enquiries (Tender ID) shall be opened on same working day of due date at 14.30 hrs IST. The Tender opening date is mentioned in covering letter of NIT. Venue of Tender opening will be “MATERIAL DIVISION” B-91, Phase-8, Indl. Area, S.A.S. Nagar. Interested bidders may participate in Tender opening.

1. **LATE OFFERS:**

Open tenders (not super-scribed) with our Tender ID No. and Due date on the face of the envelope) and / or tenders which are received late are liable for rejection.

**NOTE:**

1. Send your quote well in advance of the due date to avoid postal / courier delay.
2. If you are not in a position to quote, for any reason please communicate the same without fail to enable us to keep you in our vendor list.
3. Wherever applicable, Please indicate the “Sr.No.” and Code / Description exactly as per our enquiry. Any substitute or alternate code quoted should be clearly stated. In case the item quoted is under obsolescence, the same may be indicated with best last date of P.O and supply feasibility.
4. **PRICES:**
5. Puncom is planning to have long term tie with limited vendors, who can keep us good quality, prompt delivery and lowest cost. Hence, you may quote in such a way that long-term relationship is possible.
6. Prices must be per unit and should be on F.O.R PUNCOM MOHALI basis only and inclusive of insurance charges. In such an event, while tabulating the offers, insurance is not to be reckoned and should include weatherproof packing adequate to withstand transshipment damages.

Loading for Invisible Charges:

All qualified offers shall be compared on F.O.R. PUNCOM, MOHALI basis. If your quote is other than F.O.R. PUNCOM, Mohali (like Ex-Works, F.O.R. Place of dispatch etc) various expenses like packing & forwarding, freight, insurance and interest charges against different payment / credit terms and mode of payment (like DD / Cheque / Through Bank), Bank Charges, Non – Cenvatable portion of Taxes etc will be loaded for comparison of the offers to arrive at F.O.R. Puncom, Mohali rate as per Puncom norms.

1. Puncom may negotiate for the price with L1, L2 & L3 bidders. We may also short list up to three approved / qualified suppliers for ordering. Hence you are requested to quote your best price in the original quotation itself.
2. Any counter terms & Conditions are not binding on us unless we agree to the same in writing.
3. Vendors should deliver the material to designated stores, as per PO terms. Our station vendors can make use of their local representative / courier service / surface transport on door delivery basis to deliver the material at designated stores. Puncom, Mohali will not take the responsibility of clearing the goods from the carriers godown / office / railway station / airport etc.
4. The validity of Rate contract will be one year which can be extended for further one year after mutual understanding.
5. **GST:**
6. All applicable statutory levies like GST etc. should be separately indicated with the current rate applicable, otherwise rate quoted will be deemed as inclusive of taxes / levies. Vague terms like “As applicable at the time of supply” should be avoided. Apart from Statutory levies, other charges like handling, P&F etc. will not be paid by us.
7. Please ensure to indicate GSTIN / PAN number and commodity code in your quotation.
8. In case of statutory levies like GST etc., are modified, the same has to be intimated to Puncom immediately.
9. **TERMS OF PAYMENTS:**
10. Payment will be made for the accepted quantity within 60 days from the date of receipt of material at our stores.
11. No payment will be made for the rejected quantity.
12. The party may indicate whether they fall under the purview of MSMED Act 2006 and if so the certified copy of relevant registration certificate as a proof may be submitted along with your quotations. In case such certificate is not produced at the time of submission of quotation, party will not be considered falling under this category.
13. **INSPECTION:**
14. PUNCOM reserves the right to restrict the ordering to 2 or 3 vendors who are capable of meeting the quality, delivery and cost requirements. Preference will be given to the vendors with well maintained and proven quality assurance systems.
15. We are planning to reduce inspection time with self certification scheme for the vendors who keep up good quality leading to ship to stock systems.
16. Inspection of the material at our works will be final. Puncom reserves the right to inspect the material at any other standard testing center authorized by us.
17. We or our representative including our customer may if required preliminarily inspect the product at vendor’s premises. Such verification shall not absolve the vendor of the responsibility to provide the acceptable product nor shall prelude subsequent rejection during the final inspection at our works. It is the responsibility of every vendor to ensure that only the inspected materials confirming to our specifications drawings / requirements are supplied.
18. Batch number should be indicated on the components / packet / test certificate and accompanying delivery challan / test-certificate, wherever required.
19. Wherever applicable, Test Certificate / check list should accompany each supply. Consignments without test certificate are liable for rejection. Rejected material should be collected immediately (within 30 days) after our intimation by giving two days prior notice for completing the necessary Excise formalities. You should make arrangement to collect the material either personally, or through your authorized representatives. Puncom does not take any responsibility to send the material back to you. After 90 days from the date of rejection intimation to you the material will be scrapped at your risk if not collected.
20. **SAMPLES:**
21. Those tenderers, who have not supplied the material against any of our earlier orders, should submit free samples clearly indicating enquiry reference. Free samples along with your offer is preferable. In case of purchase order on you, bulk supply should commence only after approval of samples.
22. **REJECTION REPLACEMENT:**
23. Material is to be supplied strictly as per drawing. However, free replacement within minimum stipulated time, is to be provided for rejections, whenever conveyed.
24. **GENERAL:**
25. We reserve the right to reject any or all offers and to order in full or part quantities thereof without assigning any reason whatsoever.
26. Tabulation to arrive at F.O.R. Puncom Mohali shall be done separately for individual item (not for a complete family) unless otherwise indicated specifically in NIT and accordingly ordering shall be done on individual item basis.
27. Canvassing by tenderers in any form including unsolicited letters against tenders submitted or post tender corrections shall render their tender liable for summarily rejection.
28. Successful tenderers only will be intimated by post through / letter of intent / firm order.
29. **DELIVERY SCHEDULE:**
30. Please indicate minimum Lead time required, manufacturing capacity and the quantity that can be reserved for us.
31. Liquidated Damages Clause: Time is the essence of contract and the materials, against an order arising out of this enquiry must be delivered by the supplier according to the delivery schedule indicated in the P.O. In case of any change, the supplier should inform us in advance and obtain our approval to the revised delivery schedule. Should the supplier fail to deliver the material or part thereof as per the delivery schedule, or any extension thereof, we shall be entitled at our option either to recover from the supplier, as penalty, a sum equivalent to ½% (half percent) per week for first four weeks and 1% per week thereafter for such delay or part thereof subject to maximum of 5% of the contract price of the item delayed, or terminate the contract in respect of the lance supply so delayed and purchase materials elsewhere at the risk and cost of the defaulting supplier.
32. **LOCAL REPRESENTATION:**
33. Please indicate your local representative’s address, telephone no, Fax No., E-mail address and the person to whom contacted, in the offer.
34. **TECHNICAL CATALOGUE:**
35. In the event of any change in the technical catalogue, updated version may be sent to us immediately. It is essential that you simultaneously take up the same with approving authority and their approval copy sent to us.
36. **GOVERNING LAW:**
37. All suits shall be instituted in a court of competent jurisdiction at Mohali / Punjab and in arbitration; the Indian Arbitration Act 1996 is applicable.

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HOD (Matls & Store)

Punjab Communications Ltd.

**ANNEXURE”A” TO TENDER DOCUMENT FOR PACKING BOXES**

Sr. No. Puncom part no. Size of box Tentative Qty(Annual) Remarks

Drawing ref. No.

1. A$ZZWB2238903A2 Wooden Box 25”X21”X14.5” 700 Nos MZZXXX238903A2

2 . A$ZZWB5238903A2 Wooden Box 23”X18”X14” 125 Nos -------DO-----------------

3 . A$ZZWB6238903A2 Wooden Box 21”X13”X13” 400 Nos -------DO-----------------

4 A$ZZWB7238903A2 Wooden Box 26”X26”X33” 2O Nos -------DO----------------

5 A$ZZXXX412503A2 Wooden Box 77 .¾”X25. ¾”X25” 150 Nos MZZXXX412503A2

6 A$ZZXXX414101A2 Wooden Box 24”X24”X26.75” 125 Nos

7. A$ZZXXX418601A2 Wooden Box 77 .3/4”X29.5”X22.3/4” 300 Nos MZXXX418601A2

8. A$ZZXXX42340102 Wooden Box 47.75”x24x24 100 nos MZZXXX423401A2

9. A$BXXXX429701A2 Wooden Box for SMR 23”x15.5”x14” 100 Nos MBXXXX429701A2

10. A$ZZXXX429601A2 Wooden Box for LMU 18.5”x16.25”x10.5” 20 Nos MZZXXX429601A2

11. NO CODE Wooden Box 59”x24”24” 100 nos MZZXXX--------01A2

12. NO CODE Wooden Box 26”X26”X26” 20 Nos MZZXXX422301A2

13. NO CODE Wooden Box 19.5”X15.5”X11” 120 Nos MZZXXX422401A2

14. A$ZZCB1239102A2 CB BOX 11”X10.5”X5” 600 Nos MZZXXX239102A2

15. A$ZZCB2239102A2 CB BOX 11”X10.5”X2.5” 6500 Nos --------DO-------------

16. A$ZZCB1418401A2 CB BOX11”X10.5”X5” 100 Nos MZZXXX410901A2

17. A$ZZCB2418401A2 CB BOX 11”X10.5”X2.5” 100 Nos --------DO------------

18. A$ZZCB5239102A2 CB BOX10.5”X6”X 2000 Nos MZZXXX239102A2

19. A$ZZCB6239102A2 CB BOX13”X11”X3” 100 Nos -------DO-----------

20. A$ZZCB 7239102A2 CB BOX13”X11”X2” 100 Nos --------DO-----------

21. A$ZZCB8239102A2 CB BOX12”X8.5”X2.5” 200 Nos ---------DO-----------

22. A$ZZMC1239202A2 MC BOX 23.5”X20”X14” 650 Nos MZZXXX239202A2

23. A$ZZMC3239202A2 MC BOX20”X12”X12” 300 Nos ---------DO-----------

24. A$ZZMC5239202A2 ’ MC BOX14.3”X12.5”X6” 600 Nos ---------DO-----------

25. A$ZZMC6239202A2 MC BOX 13”X11”X6” 400 Nos --------DO------------