



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

TENDER ID NO : PKG / 01/2025

DATE: 31st Oct' 2025

DUE DATE : 20th Nov'2025 up to 14.00 P.M.

TENDER OPENING DATE : 20th Nov'2025 at 15.00 P.M.

VENUE OF TENDER OPENING : MATERIAL DIVISION, PUNCOM

To _____
M/s. _____

Subject: Tender Enquiry (Inland) for Supply of _____ as mentioned below:

Dear Sir,

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

Sr. No.	DESCRIPTION	TENTATIVE QUANTITY REQUIRED	TECHNICAL SPECIFICATION
1.	FOR WOODEN PACKING BOXES AS PER ANNEXURE "A" ATTACHED	AS PER ANNEXURE 'A'	AS PER DRAWINGS

1. Offer must be submitted in sealed envelope addressed to **Jt. MANAGER (MATERIAL), PUNJAB COMMUNICATIONS LTD., B-91, PHASE-8, INDL. AREA, S.A.S. NAGAR - 160 071 INDIA** on or before 14.00Hrs (IST) of the due date.
2. 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. Validity of the offer: MINIMUM 60 DAYS.
4. Contract Period : one year which can be extended for further one year after mutual understanding.
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.
8. Any Corrigendum, if issued, will be displayed only at our website i.e. www.puncom.com within due date of tender.

Kindly contact at 0172-2237101 Ext 332 for any clarification. **You are requested to submit your sealed 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, Industrial Area, S.A.S Nagar – 160 071 (INDIA)

PH: - (91) 0172-2237132

Fax :-(91) 0172-2237125

E-mail:material@puncom.com

TERMS AND CONDITIONS FOR SUBMISSION OF TENDER – INLAND

1. SUBMISSION OF TENDERS:

- a. This is only an enquiry to quote / bid and not an order. This Tender Enquiry is not transferable.
- b. 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:-
Jt. MANAGER (MATERIAL)
B-91, PHASE-8,
INDUSTRIAL AREA, S.A.S NAGAR – 160 071 (INDIA)

Note:

- a. Offer should reach to Jt. Manager (Material) on or before the due date before 14.00 hrs IST of the due date.
- b. Offer should have commercial condition and technical details.
- c. Your offer should be valid for a period of 60 days from the indicated due date of the tender.
- d. 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.

2. OPENING OF TENDERS

Tenders against our Enquiries (Tender ID) shall be opened on same working day of due date at 15.00 hrs IST. The Tender opening date is mentioned in covering letter of NIT. Venue of Tender opening will be “PUNCOM, MATERIAL DIVISION” B-91, Phase-8, Industrial Area, S.A.S. Nagar. Interested bidders may participate in Tender opening.

3. LATE OFFERS:

Non sealed bids without Tender ID No. and Due date on the face of the envelope and / or tenders which are received late are liable for rejection.

NOTE:

- a) Send your quote well in advance of the due date to avoid postal / courier delay.
- b) If you are not in a position to quote / bid, for any reason please communicate the same without fail to enable us to keep you in our vendor list.
- c) Wherever applicable, Please indicate the “Sr. No.” and Code / Description exactly as per our enquiry.

4. PRICES:

- a) Puncom is planning to have long term tie with limited vendors, who can keep good quality, prompt delivery and lowest cost. Hence, you may quote in such a way that long-term relationship is possible.
- b)
 - i) 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 . Also, it should be ensured to include weatherproof packing adequate to withstand transshipment damages.
 - ii) 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, Other Taxes ,if any will be loaded for comparison of the offers to arrive at F.O.R. Puncom, Mohali rate as per Puncom norms.
- c) Puncom may negotiate for the prices. Puncom 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.
- d) Any counter terms & Conditions are not binding on us unless we agree to the same in writing.
- e) 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.

- f) The validity of Rate contract will be one year which can be extended for further one year after mutual understanding.

5. GST:

- a) 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 loading, unloading etc. will not be paid by us.
- b) Please ensure to indicate GSTIN / PAN number and commodity code in your quotation.
- c) In case of statutory levies like GST etc., are modified, the same has to be intimated to Puncom immediately.

6. TERMS OF PAYMENTS:

- a) Payment will be made for the accepted quantity within 60 days after acceptance of material at our stores.
- b) No payment will be made for the rejected quantity.
- c) The party may indicate whether they fall under the purview of MSME 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.

7. INSPECTION:

- a) PUNCOM reserves the right to restrict the ordering to 2 or 3 vendors at L1 prices 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.
- b) Puncom is planning to reduce inspection time with self certification scheme for the vendors who keep up good quality leading to ship to stock systems.
- c) 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.
- d) 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.
- e) Test Certificate / check list should accompany each supply. Consignments without test certificates are liable for rejection. In case of any rejection, the rejected material should be collected immediately (within 30 days) after our intimation by giving two days prior notice for completing the necessary documentation. 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.

8. SAMPLES:

- a) 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.

9. REJECTION REPLACEMENT:

- a) Material is to be supplied strictly as per drawing. However, free replacement within minimum stipulated time, is to be provided for rejections, whenever conveyed.

10. GENERAL:

- a) We reserve the right to reject any or all offers and to order in full or part quantities thereof without assigning any reason whatsoever.
- b) 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.

- c) Canvassing by tenderers in any form including unsolicited letters against tenders submitted or post tender corrections shall render their tender liable for summarily rejection.
- d) Successful tenderers only will be intimated by post through / letter of indent / firm order.

11. DELIVERY SCHEDULE:

- a) The delivery schedules, as mentioned in respective purchase orders, should be strictly adhered.
- b) 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. If 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 balance supply so delayed and purchase materials elsewhere at the risk and cost of the defaulting supplier.

12. LOCAL REPRESENTATION:

- a) Please indicate your local representative's address, telephone no, Fax No., E-mail address and the person to whom contacted, if any, in the offer.

13. Force Majeure:

If at any time during continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, acts of public, enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restriction, strike, lock out or acts of God (thereinafter referred to "eventuality") provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract not shall either party shall have any claim for damages against the other in respect of such non performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or ceased to exit. In case of any dispute, the decision of the VC & MD, Punjab Communications Limited shall be final and conclusive provided further if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract.

14. GOVERNING LAW:

- a) All suits shall be instituted in a court of competent jurisdiction at Mohali / Punjab and in arbitration; the Indian Arbitration Act 1996 is applicable.

HOD (Material & Store)
Punjab Communications Ltd.