*To BE GIVEN BY THE SUPPLIER ON ITS LETTER HEAD*

To

The Managing Director

Punjab Health Systems Corporation

Punjab School Education Board Building

E- Block, room No 18, 2nd floor, Phase-VIII, SAS Nagar (Mohali)

**Subject: Quotation for Supply of Stationery**

Dear Sir,

This has reference to your publication in the press, we are enclosing herewith our offer along with duly accepted terms and conditions for your consideration. Thanking you,

Yours Sincerely,

Authorized Signatory

|  |
| --- |
| **Note: Samples of items at Serial no 7,8,9,19,26,48 and 48 may be seen in room No: 18, Care Taker’s office on any working day. These items as per sample will only be accepted.** |

**Tender for purchase of stationery items**

**TERMS & CONDITIONS**

***Demand draft of Rs.500/- as cost of tender document is to be submitted along with tender document in favour of “Punjab Health Systems Corporation” payable at Chandigarh. If the Tender Document is downloaded from website and demand draft is not attached ,Tender will be rejected .***

1. Every paper/document submitted must be attested and authenticated by the authorized signatory of the firm.

2. The quotation should be valid for a period of 90 days after the date of submission prescribed by the Corporation.

**3. The rates must be indicated inclusive of taxes & duties as applicable to Govt. Supplies.**

4. Copies of the past three years satisfactory performance in the supply of the quoted material should also be attached.

5. Quantity can be decreased or increased by 20%

6. Quoted rates should be F.O.R destination i.e. Punjab Health Systems Corporation, PSEB Building , E- Block, 2nd Floor Phase-8, SAS Nagar (Mohali).

7. No negotiation will be made regarding rate and specification.

7. Earnest money of Rs. 10,000/- in the shape of Bank Draft in favour of Punjab Health Systems Corporation payable at Chandigarh must accompany the quotation**. Bids not accompanied by earnest money will be rejected straightway.**

8. The earnest money will be forfeited if the supplier withdraws his quotation during the period of validity specified, or the supplier fails to furnish performance security within stipulated time.

9. Delivery period is 7 days from the issue of award letter.

10. Late penalty charges @ 1 % per week will be imposed for late supply of goods over and above delivery period specified.

11. The material will be inspected by this office.

12. The supplier must give a certificate on his quotation form that his firm has never been blacklisted by the Central Govt, any State Govt., DGS & D, or any other Govt. undertaking for the material he is quoting now.

13. Any wrong information furnished will lead to disqualification with forfeiture of his earnest money.

2

14. The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If after 30 days from the commencement of such informal negotiation the purchaser and the supplier have been unable to resolve amicably the contract dispute, either party may require that the dispute be referred for resolution to the Secretary, Health Punjab, who or his nominee will act as a sole arbitrator and his decision will be binding on both purchaser and supplier.

15. The Managing Director, Punjab Health Systems Corporation, Mohali reserves the right to reject any quotation or all the quotations without assigning any reason.

16. Material should be as per specifications prescribed in the schedule of requirements enclosed as Annexure -1.

17. Each item will be evaluated separately.

18. Packing:- The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the supply order.

19. Quotation must be in a sealed envelope Superscripting “Quotation for supply of Stationery not to be opened **before 15.11.2023 at 12 p.m.** should reach this office as per the date & time mentioned in the publication.

Encl:- As above

**ACCEPTED**

**Signatures**

**FULL NAME:………………….**

**COMPLETE ADDRESS OF THE FIRM WITH SEAL**

**Note: Please check before you submit the quotation for the following documents.**

**Please ( √ ) against each:-**

1. Earnest money in for form of Demand Draft.No. Dt.

11. Bid validity for 90 days yes/no

**FULL NAME:**

**COMPLETE ADDRESS OF THE FIRM WITH SEAL**