

ANNEXURE-'A'

Enquiry No. 1636/Tech.Op/O&M/PC-2524

Dated: 01-3- -2024

Due on 02-4- -2024

SCHEDULE OF REQUIREMENT

Sr. No.	GHTP Code No.	Description of material	Unit	Qty. Required
1	RM-200080	Computer paper 25.5cmx30.5cm 60 GSM 1 Part	No. of sheets	14000
2	RM-200087	A4 Paper size 21 cm×29.7cm 75GSM for Photostat Machine (without hole)	No. of sheets	692500
3	RM-200088	A5 Paper size 21.5 cm×37.5cm 75GSM for Photostat Machine (without hole)	No. of sheets	60500

Note:- Print logo of PSPCL at left side top corner of each sheet of item at Sr. No. 1 (sample attached)

Notes:-1. (i) The firm must have **GST Registration number & PAN No.** and same should be provided while quoting the rates. If the firm is registered under 'Composite Levies' then the same should be clearly mentioned in the quotation.

(ii) The firm must provide HSN Code in price schedule Performa in Annexure 'C'.

(iii) Bidder have to submit the documentary evidence (Latest copy of memorandum of Micro Small & Medium Enterprises field under section-8 of MSMED Act, 2006 duly acknowledged by competent authority) of being a Micro, Small & Medium Enterprise, If the bidder does not submit the proof at the time of submission of its bid, it shall be considered as a Large Enterprise.

(iv) Tax Rate as provided in quotation shall be final.

(v) Any change in GST Rate after the submission of quotation and before the supply (with in delivery period) will be in PSPCL account. However no extra payment on account of increase in GST Rate after the delivery period or supply of material will be made whichever is earlier.

(vi) Due to misclassification of HSN code increase in tax will be in supplier account. However due to misclassification of HSN code decrease in tax will be refunded to the PSPCL.

2. Negotiations, if at all required, shall be held only with the lowest tenderer.

3. Rates should be quoted by the suppliers in their quotations both in figures as well as in words as per Annexure-'C'.

4. Attached price break up schedule must be filled and prices must be type written.

5. For Tendering value less than Rs. 5 lac EMD will not be applicable. Tendering value Rs. 5 Lac and above EMD @2% of the Tender value rounding to the multiple of Rs.10/- on higher side subject to minimum of Rs.10,000/- and maximum of Rs. 20 Lac.

Note:- Tender value is to considered including all taxes and other charges. **EMD will be applicable on Standardized Firms also.**

6. **SECURITY DEPOSIT-** The successful Tenderers shall be required to submit Security deposit for faithful execution of the purchase order/Contract of value exceeding Rs. 1,00,000/- at the rate of three percent (3%) of ordered value rounded off to a multiple of

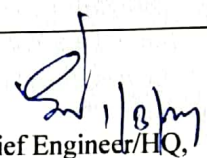
Rs. 10/- on the higher side. Tenderers exempted from EMD up to Rs. 5.0 Lac will have to submit security deposit for Purchase Orders valued above 1.0 Lac.

Note:- As security deposit will not be applicable on supply of proprietary items and firms supplying material under DGS& D rate contract. Security deposit will be applicable on Standardized Firms also.

7. The payment will be made through RTGS system of digital payments only instead of Cheque/DD. The firm must submit Bank A/c details with the quotation.
8. Your quotation must be valid for at least 120 days from the date of opening.
9. Hand written/conditional quotation shall not be accepted.
10. All other terms and conditions of Annexure-B (attached) and PSEB/PSPCL Purchase Regulations, 2017, amended upto date, shall be applicable.
11. The firm should not be blacklisted by PSEB/PSPCL or any other Govt. Deptts./ Organizations.
12. Quantity mentioned in schedule of requirement can be divided and ordered on more than one supplier.
13. The quotation/tender may be submitted either in person or through registered post but not through courier as courier service is not available at GHTP, Lehra Mohabbat.
14. "TDS u/s 194Q of Income Tax Act shall be deducted, as applicable."

IMPORTANT NOTE:-

EMD IS PAYABLE THROUGH CASH RECEIPT OR THROUGH DEMAND DRAFT PAYABLE AT LEHRA MOHABBAT/RAMPURA PHUL IN FAVOUR OF AO/O&M,GHTP, LEHRA MOHABBAT .


For Dy.Chief Engineer/HQ,
Chief Engineer/O&M,
GHTP, Lehra Mohabbat