

## ANNEXURE-'A'

Enquiry No. 1376/O&M/PC-2257

Dated: 09-05-2022

Due on 08-06-2022

### SCHEDULE OF REQUIREMENT

Sr. No.	GHTP Code No.	Description of material	Unit	Qty. Required
1	YY130513	Annexure-'A' of Purchase Order(Three sheets printed on both sides and one sheet printed on one side) Sample attached as per Annexure -I.	Set	2000
2	YY130511	Enquiry set comprising of Annexure-'B', Annexure-'C' and undertaking Form (Five sheets printed on both sides and three sheets printed on one side) Sample attached as per Annexure -II.	Set	3000
3	YY130538	Covering letter for Enquiry Sample attached as per Annexure -III	No.	3000
4	YY130710	Extension letters for enquiry Sample attached as per Annexure -IV.	No.	3000

**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 filed under section-8 of MSME 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. **Tendering value less 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 be considered including all taxes and other charges.  
EMD will be applicable on Standardized Firms also.

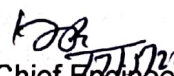
6. **SECURITY DEPOSIT-** The successful Tenderers shall be required to submit security deposit for faithful execution of the purchase order/Contract of value exceeding Rs. 1,00,000/- at the rate of three percent (3%) of ordered value rounded off to a multiple of Rs. 10/- on the higher side. Tenderers 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 .

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



Punjab State Power Corporation Limited

cl 27  
002

GURU HARGOBIND THERMAL PLANT, LEHRA MOHABBAT

Regd. office: PSEB Head Office, The Mall, Patiala-147001.

Corporate Identity Number: U40109PB2010SGC033813, Website: www.pspcl.in

Phone: 0164-2756347, Fax No.: 0164-2756255, E-mail: ce-hq-op-lehra@pspc.in

GSTIN: 03AAFCP5120Q1ZC

Enquiry No. 1376 / O&M/PC-2957

Dated 09/05/22

From

Chief Engineer/O&M,  
(Procurement Cell),  
GHTP, Lehra Mohabbat-151111.

End ok 11-5-22  
12:29 P

To  
Regd.

Limited Enquiry letters

firms

Memo No. 1613 / 1619 / PC-2957

Dated: 9/5/22

Subject:-

Enquiry for the procurement of Printed Performas

(Date & time of receipt of tender-Upto 11.30 AM dt. } 08-06-22  
Date & time of opening of tender-12.00 PM dt.:  
(In case opening date happens to be a holiday tenders shall be received & opened  
on next working day at the same time).

Dear Sir,

Please send your quotation in duplicate on firm prices for supply and delivery of items in accordance with general terms and conditions given in Annexure-'B' attached. The unit rates should be quoted in the same order as given in the schedule of requirement attached as Annexure-'A'. While quoting the enquiry number and date of opening of tenders must be legibly mentioned at right top corner of sealed cover.

- i) Also please note that:-  
Competent authority may divide the quantities to be procured and place order on more than one firm.

"Certified that the rates quoted are reasonable and these are not more than those being charged from other Govt. Departments.

DA/Annexure A&B

CC:

Dy. CE/SE/\_\_\_\_\_, GHTP, Lehra Mohabbat. He is requested to check up the specifications and intimate if there is any discrepancy.  
Notice Board, GHTP, Lehra Mohabbat.

Dy. Chief Engineer/O&M,  
GHTP, Lehra Mohabbat.  
15/05/22

1620  
9/5/22