



BID DOCUMENT

FOR

Providing Carry Bags for placing Collaterals for Branding and Marketing of Punjab as a Tourist Destination as per Design and Specifications.

Issued on:	15 June 2020
Invitation for Bids No.:	PB/IDIPT/Shopping/Marketing/01
Name of Work:	Providing Carry Bags for placing the Collaterals for Branding and Marketing of Punjab as a Tourist Destination as per Design and Specifications.
Deadline for Submission:	22 June 2020
Employer:	Punjab Heritage and Tourism Promotion Board, PB. Represented by: Project Director (IDIPT -PB) Punjab Heritage & Tourism Promotion Board, (PHTPB)
Country:	India

Address: Plot No. 03, Sector 38 A, Chandigarh – 160036
Phone: 0172-2625952, 5042959; Fax: 0172-4663140; E-mail: idipt.pb.office@gmail.com

REQUEST FOR QUOTATION (RFQ)

Project Title: Providing Carry Bags for placing the Collaterals for Branding and Marketing of Punjab as a Tourist Destination as per Design and Specifications. [PB/IDIPT/Shopping/Marketing/01].

Source of Funding: ADB
Contract Ref: PB/IDIPT/Shopping/Marketing/01

Date of Issue of Request: 15 June 2020

To: _____

Sir/Madam:

1. The Project Director, (IDIPT-PB), Punjab Heritage and Tourism Promotion Board, Punjab hereby requests you to submit price quotation(s) for the supply of the following items as per attached design:

S. No.	Name of Work	Package No.	Unit	Quantity	Period of Completion	Last Date and Time for submission of Quotations
1	Providing Carry Bags for placing the Collaterals for Branding and Marketing of Punjab as a Tourist Destination as per Design and Specifications.	[PB/IDIPT/ Shopping/ Marketing/01]			30 Days	22 June 2020 Up to 1500 HRS
(i)	Size A3 (11.69" X 16.5")		Nos.	5000.00		
(ii)	Size A4 (11.7" X 8.3")		Nos.	5000.00		

If you have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications, required quantities and Design Drawings.

2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy

between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Project Director,
Infrastructure Development Investment Program for Tourism, Punjab (IDIPT-PB)
Punjab Heritage and Tourism Promotion Board (PHTPB),
Archives Bhavan, Plot No. 03, Sector 38-A, Chandigarh -160036.
Tel: 0172-2625952, 5042959 Fax: 0172-4667140
E-mail: idipt.pb.office@gmail.com, website: <https://eproc.punjab.gov.in/nicgcp/app>

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information in English language for each item quoted, including names and addresses of firms providing after-sales service facilities in India if applicable.
5. You should have a valid GST number (Copy of the registration certificate to be attached) and should have a valid PAN number (Copy of the PAN card to be attached).
6. You should not have been barred or black listed by any Central Government/any state Government/Board/Corporation/Public Sector Undertaking/affidavit in respect of this should be attached.
7. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is 22 June 2020.
8. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
9. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

PRICES: The prices should be quoted for supply and delivery to the following address:

Project Director,
Infrastructure Development Investment Program for Tourism, Punjab (IDIPT-PB)
Punjab Heritage and Tourism Promotion Board (PHTPB),
Archives Bhavan, Plot No. 03, Sector 38-A, Chandigarh -160036.
Tel: 0172-2625952, 5042959 Fax: 0172-4667140

Prices shall be quoted in the currency of the Purchaser i.e. INR

- (i) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications and design will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Goods and Services Tax (GST) in India.

- (ii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- (iii) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
- (iv) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

10. Further information can be obtained from:

Project Director
Infrastructure Development Investment Program for Tourism, Punjab (IDIPT-PB)
Punjab Heritage and Tourism Promotion Board (PHTPB),
Archives Bhavan, Plot No. 03, Sector 38-A, Chandigarh -160036.
Tel: 0172-2625952, 5042959 Fax: 0172-4667140
E-mail: idipt.pb.office@gmail.com, website: <https://eproc.punjab.gov.in/nicgep/app>

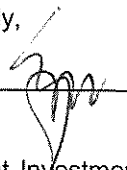
11. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 21 Days from the date of submission of quotation.

12. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

13. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

14. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



Project Director,
Infrastructure Development Investment Program for
Tourism, Punjab (IDIPT-PB)
Punjab Heritage and Tourism Promotion Board
(PHTPB),
Archives Bhavan, Plot No. 03, Sector 38-A,
Chandigarh -160036.
Tel: 0172-2625952, 5042959 Fax: 0172-4667140
E-mail: idipt.pb.office@gmail.com,
website: <https://eproc.punjab.gov.in/nicgep/app>



FORM OF QUOTATION

To: _____

Project Director
Infrastructure Development Investment Program for Tourism, Punjab (IDIPT-PB)
Punjab Heritage and Tourism Promotion Board (PHTPB),
Archives Bhavan, Plot No. 03, Sector 38-A, Chandigarh -160036.
Tel: 0172-2625952, 5042959 Fax: 0172-4667140
E-mail: idipt.pb.office@gmail.com, website: <https://eproc.punjab.gov.in/nicgep/app>

We offer to execute the - **Providing Carry Bags for placing the Collaterals for Branding and Marketing of Punjab as a Tourist Destination as per Design and Specifications. PB/IDIPT/Shopping/Marketing/01** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of INR _____ (amount in words and numbers). We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

S. No.	Description of Item	Quantity	Unit Price (INR)	Total Price (INR)	Delivery Time
1	Providing Carry Bags of Size A3 (11.69" X 16.5"), Printing – 4 Colour, 300gsm art card, outer side lamination, fabrication as per design and specifications.	5000.00			30 Days
2	Providing Carry Bags of Size A4 (11.7" X 8.3"), Printing – 4 Colour, 300gsm art card, outer side lamination, fabrication as per design and specifications	5000.00			30 Days
			Total		

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier _____

Address : _____

Phone Number : _____

Fax Number, if any _____

Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, ____ 202_, between

(hereinafter called "the Purchaser") on the one part and

(hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for **Providing Carry Bags for placing the Collaterals for Branding and Marketing of Punjab as a Tourist Destination as per Design and Specifications. PB/IDIPT/Shopping/Marketing/01** to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications and Design Drawings.
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Providing Carry Bags for placing the Collaterals for Branding and Marketing of Punjab as a Tourist Destination as per Design and Specifications. PB/IDIPT/Shopping/Marketing/01

Purchaser:

Project Director

Infrastructure Development Investment Program for Tourism, Punjab (IDIPT-PB

Punjab Heritage and Tourism Promotion Board (PHTPB),

Archives Bhavan, Plot No. 03, Sector 38-A, Chandigarh -160036.

Tel: 0172-2625952, 5042959 Fax: 0172-4667140

E-mail: idipt.pb.office@gmail.com, website: <https://eproc.punjab.gov.in/nicgep/app>

Package No.: **PB/IDIPT/Shopping/Marketing/01**

1. Schedules for Supply

S. No.	Description of Item	Quantity	Delivery Time
1	Providing Carry Bags of Size A3 (11.69" X 16.5"), Printing – 4 Colour, 300gsm art card, outer side lamination, fabrication as per design and specifications.	5000.00	30 Days
2	Providing Carry Bags of Size A4 (11.7" X 8.3"), Printing – 4 Colour, 300gsm art card, outer side lamination, fabrication as per design and specifications	5000.00	30 Days

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 01 month from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to Chairman, Punjab and Chandigarh State Centre, Institution of Engineers (India) settled in accordance with the law governing the contract.

7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
- (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) Supplier's warranty certificate.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: Payment of the contract price shall be made in the following manner:
- a) 90% upon receipt by the Purchaser of the delivered goods on site in accordance with the contract; and
 - b) 10% upon acceptance of the delivered goods by the Purchaser.
9. Warranty: Goods offered should be covered under warranty for 12 months from the date of delivery to the Purchaser.
10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser.
11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications: (with attachments as necessary)
- (i) General Description: **Providing Carry Bags for placing the Collaterals for Branding and Marketing of Punjab as a Tourist Destination as per Design and Specifications. PB/IDIPT/Shopping/Marketing/01.**
 - (ii) Specific details and technical standards shall be as under:
 - (a) Providing Carry Bags of Size A3 (11.69" X 16.5"), Printing – 4 Colour, 300gsm art card, outer side lamination, fabrication as per attached design and specifications.
 - (b) Providing Carry Bags of Size A4 (11.7" X 8.3"), Printing – 4 Colour, 300gsm art card, outer side lamination, fabrication as per attached design and specifications

Supplier confirms compliance with above specifications.

13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

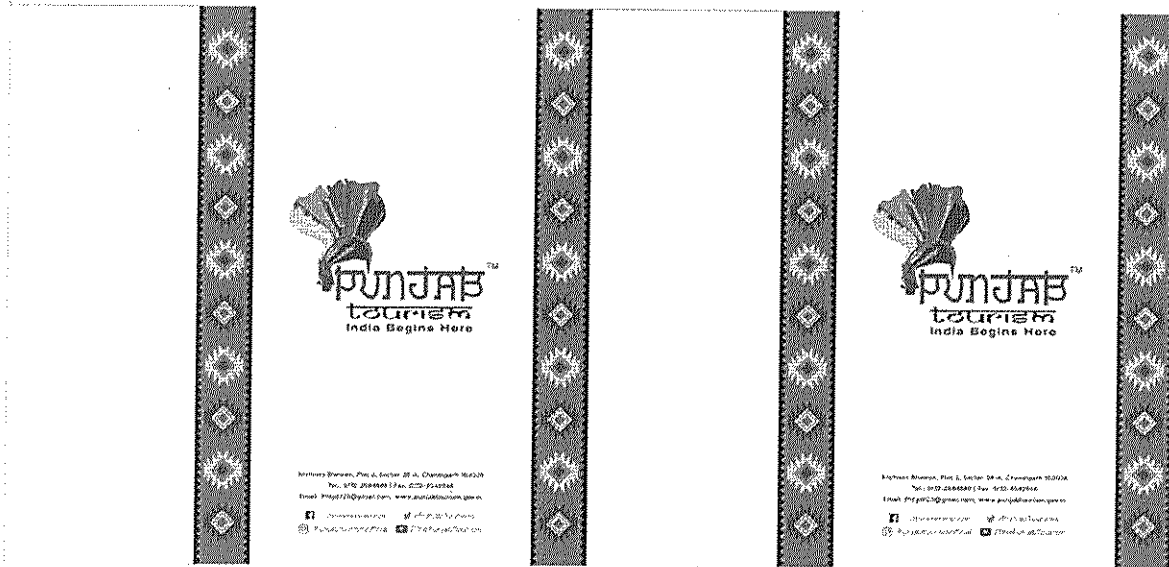
Authorized Signature : _____

Place: _____

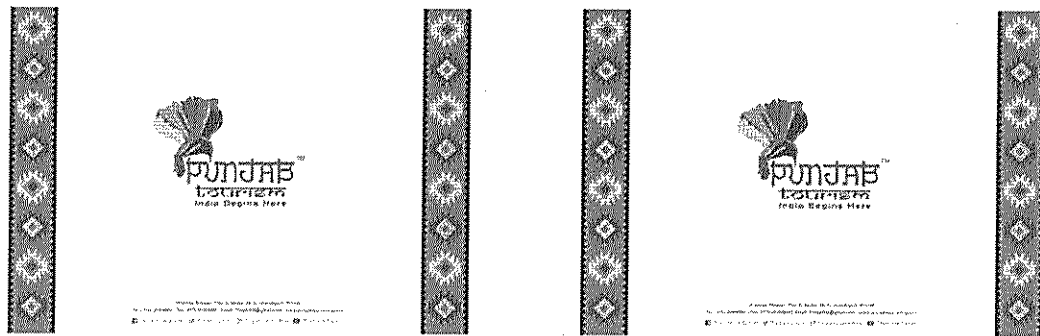
Date : _____

DESIGN

The carry bags shall be based on the following design whose sample is required to be got approved from PHTPB.



Design for A-3 Size



Design for A-4 Size