

*Tender Documents for Banner Flex without  
Frame, Standee type Banners, Counter panel Designs Sunboard with pasting, Wall posters  
Sun board with pasting, Pamphlets of Doorstep Delivery Services in Punjab*



**Tender document for printing of Banners Flex without  
Frame, Standee Type Banners, Counter Panel Designs  
Sunboard with pasting, Wall posters Sunboard with  
Pasting, Pamphlets of Doorstep Delivery Services in the  
State of Punjab**

**Punjab State e-Governance Society  
O/o Department of Good Governance and Information Technology,  
Government of Punjab  
Plot D-241, Industrial Area, Phase – 8B,  
Sector – 74, Mohali – 160071**

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## 1. Notice inviting tender

**Government of Punjab**

**RFP Reference Number: PSeGS/DGG&IT/Finance/2025/654375**

DGG&IT (Department of Good Governance and Information Technology) / Punjab State e Governance Society invites online bids for the procurement and delivery of printing of Wall posters, Banner, Standees and Pamphlets of doorstep delivery services in Punjab state E Governance Society Plot No: D-241 Phase 8B, Industrial Area Sector 74 Mohali for Combined Quantity required by one district may be packed as a single unit. District wise segregated packed materials / goods may be delivered at the DC office in each district of Punjab State.

Closing date and time is 01.08.2025 at 3.00 PM. For details log on to <https://dit.punjab.gov.in/> and <https://eproc.punjab.gov.in/>.

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## 2. Document control sheet

SN	Particulars	Details
1.	Document reference number	PSeGS/DGG&IT/Finance/2025/654375
2.	Date & time for the start of sale of e-tender	22.07.2025 01.00 pm
3.	Date and time for submission of queries through email	23.07.2025 01.00 pm
4.	Date and time for pre-bid meeting	24.07.2025 11:30 pm
5.	Date and time for submission of bids	25.07.2025 03:00 pm
6.	Date and time of opening of pre-qualification bids	01.08.2025 3:00 pm
7.	Date of opening of technical bids	01.08.2025
8.	Date of opening of financial bids	05.08.2025
9.	Address for communication	Department of Good Governance and Information Technology, Plot D-241, Industrial Area, Phase – 8B, Sector – 74, Mohali – 160071
10.	Cost of tender document & mode of payment	Rs. 1,000/- (Rs. One Thousand only) through online mode.
11.	Earnest Money Deposit (EMD) through online mode	EMD <b>will be Rs. 72,000/-</b>
12.	Contact details	Sh. Charanjit Singh (GM-Finance) Email: psegs.finance@punjab.gov.in
13.	Website for tender reference	<a href="https://dit.punjab.gov.in/">https://dit.punjab.gov.in/</a> and <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a>
14.	Selection Method	Least Cost Selection (L1)

*Note: All corrigendum / addendums / clarifications regarding this tender shall be posted on the above mentioned websites only. No other communication or advertisement will be given.*

### 3. Definitions

- 3.1. Unless the context otherwise requires, the following terms whenever used in this tender and contract have the following meanings:
- 3.1.1. "DGG&IT" means Department of Good Governance and Information Technology, Punjab.
  - 3.1.2. "Psegs" means Punjab State e-Governance Society O/o Department of Good Governance and Information Technology, Punjab.
  - 3.1.3. "Client" refers to Psegs./ DGG&IT
  - 3.1.4. "Site Office" may refer to DC Office in each district in the state of Punjab.
  - 3.1.5. "Bidder" means a firm / company / business entity who submits a bid in response to this tender.
  - 3.1.6. "Bid" means proposal submitted by bidders in response to this tender issued by PSeGS./ DGG&IT for selection of "Bidder".
  - 3.1.7. "Committee" means the committee constituted by Psegs./ DGG&IT for evaluation of bids.
  - 3.1.8. "EMD" means "Earnest Money Deposit".
  - 3.1.9. "Contract/ Tender" refers to the contract/ Tender entered between Psegs./ DGG&IT and the Bidder.
  - 3.1.10. "Day" refers to calendar day except mentioned otherwise.

## 4. Introduction

- 4.1. Department of Good Governance and Information Technology, Punjab with the help of its implementing agency Punjab State e-Governance Society administers the implementation of e-Governance projects for the overall benefit of the citizens and public by setting up the necessary administrative, financial, legal and technical framework, implementation mechanism and resources in the State of Punjab.
- 4.2. **Through this tender, Psegs/ DGG&IT invites proposals from interested bidders for procurement / printing the Banners , Standees and for Sewa Kendra's and to be delivered at DC Office in each district in the State of Punjab . Combined Quantity required by one district may be packed as a single unit. District wise segregated packed materials / goods may be delivered at the DC offices, Type - 1, Sewa Kendras in each district in the state of Punjab. District –wise detail can be taken from Annexure-B.**
- 4.3. ***The quoted rates shall be inclusive of all applicable taxes, duties, transportation, handling, loading/unloading charges, labour and any other incidental costs. No additional payment shall be made by PSeGS / DGG&IT under any circumstances beyond the quoted rates.***
- 4.4. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates.
- 4.5. The CEO cum MS, Psegs/DGGIT reserves full rights to accept or reject tender, wholly or in part, at any stage without assigning any reason whatsoever and without incurring any liability or obligation of any kind to the affected bidder(s).
- 4.6. **The supply/delivery of all the Wall Posters, Banner, standee and Pamphlets on the delivery locations as mentioned in Annexure-B must be done within 20 days from approval of sample and issuance of work order.**
- 4.7. The successful bidder shall be required to submit a physical sample of the **Wall Posters, Banner, standee and Pamphlets** for inspection and prior approval.

## 5. Instructions to bidders

### 5.1. Pre-bid meeting

Pre-bid meeting will be held to address queries and provide clarifications to prospective bidders as per the schedule below:

- Date: 24.07.2025 (Thursday)
- Time: 11.30 am
- Venue: Punjab State e-Governance Society (Psegs)  
O/O Directorate of Good Governance & Information technology,  
Plot no D241, Sector 74, Mohali, Punjab

### 5.2. Bid evaluation process

5.2.1. The bid evaluation will be carried out in a two stage process as under:

5.2.1.1. Pre-qualification / eligibility evaluation/Technical Evaluation

5.2.1.2. Financial bids evaluation

5.2.2. During the process of evaluation of the bids, PseGS/ DGG&IT may, at its discretion, ask bidders for clarifications on their bids. The bidders are required to respond within the prescribed time frame given for submission of such clarification otherwise the Committee shall make its own reasonable assumptions at the total risk and cost of the bidder and the bid may lead to rejection.

### 5.3. Eligibility / pre-qualification criteria

5.3.1. The evaluation of the bidders will be carried out by the Committee as per the pre-qualification / eligibility criteria defined in the tender document. Only the bidders who fulfill the given pre-qualification eligibility criteria/ Technical evaluation shall be eligible for next round of evaluation i.e. Financial bid opening. Non-conforming bids will be rejected and will not be eligible for any further processing.

5.3.2. The eligibility criteria are given as below:-

SN	Eligibility Criteria	Supporting documents
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1.	<p>Bidder should be either:</p> <ul style="list-style-type: none"> <li>● A company registered under the Indian Companies Act, 2013 / 1956 OR</li> <li>● A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008 OR</li> <li>● A partnership firm registered under the Indian Partnership Act, 1932</li> <li>● Any legal Entity created for the business purpose for supplying the banner, flex, standees, posters, Pamphlets etc.,</li> </ul>	Any relevant document to prove that the bidder is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed, etc.
2.	<p>The bidder should be in operation for at least the last three years 31st Mar 2025 and should have successfully completed "Similar Work" in government / large private organizations which involved providing "Similar Work" during the last three years ending 31st Mar 2025 as per following details:-</p> <p>A. One similar work costing not less than the amount equal to Rs. &lt;80% of the estimated cost of the project i.e. Rs 36 Lakh</p> <p style="text-align: center;">OR</p> <p>B. Two similar works each costing not less than the amount equal to Rs. &lt;60% of the estimated cost of the project i.e. Rs. 36 lakhs&gt; each.</p> <p style="text-align: center;">OR</p> <p>C. Three similar works costing not less than the amount equal to &lt;40% of the estimated cost of the project i.e. Rs.36 lakhs &gt; each.</p>	<p>1. For completed projects:</p> <p>a. Work order confirming years, cost and similar work. or</p> <p>b. Completion certificate / Satisfactory Client certificate confirming years, cost and similar work.</p>

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3.	The bidder should have a minimum annual average turnover of Rs 180 lakh, in last three financial years for which the bidder's accounts have been audited.	Audited Financial Statements  OR Certificate from statutory auditors clearly certifying the turnover requirements  OR CA certificate clearly certifying the turnover requirements
4.	The Bidder should have positive net worth for each of the last three financial years. audited/ un-audited (for current year)	CA certificate clearly certifying the positive net-worth
5.	The bidder shall submit an undertaking of not being blacklisted, insolvent and convicted of any criminal offense.	Self-Certified letter as per the format given
6.	The bidder should have a valid GST registration certificate and PAN in the name of the bidder.	Self-certified copy of relevant valid certificates
7.	The bidder must ensure to deposit the tender document fees and EMD	Any relevant proof

*Note: All the above mentioned documents have to be scanned and uploaded.*

5.3.3. The compliance against the above criteria is to be submitted as per below format:-

SN	Particulars	Eligibility Criteria	Supporting Documents	Pg. No.	Compliance (Yes / No)
...	...	...	...	...	...

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#### 5.4. Earnest Money Deposit (EMD)

- 5.4.1. The bidder shall furnish EMD through online mode, as part of the Eligibility Criteria, as per detail provided in the Document Control sheet.
- 5.4.2. EMD of the successful bidder will be released after the successful delivery of articles otherwise penalty etc. will be recoverable from it.
- 5.4.3. EMD of all unsuccessful bidders would be refunded by PseGS/DGG&IT as promptly as possible after signing of the agreement with the successful bidder.
- 5.4.4. The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.
- 5.4.5. The EMD will be forfeited on account of one or more of the following reasons: -
  - 5.4.5.1. Bidder withdraws its bid during the validity period specified in the tender.
  - 5.4.5.2. Bidder fails to provide required information during the evaluation process or is found to be non-responsive, fails to supply/ in time etc.
  - 5.4.5.3. If a bidder makes misleading or false representations in the forms, statements and attachments submitted in the bid document
- 5.4.6. No relaxations in the EMD will be given to anyone under any circumstances. Bidders have to submit the EMD in form of demand draft/RTGS/NEFT/BG in favor of **Punjab State e Governance Society, Account No: 4425000105090736, IFSC Code: PUNB0442500** Punjab National bank, Chandigarh. Bidder has to upload scan copy/proof of the DD/RTGS/NEFT along with Bid and submit physical copy to the office as below address: -  
Punjab State e-Governance Society (Psegs) O/o Department of Good Governance & Information Technology (DGGIT) Plot No. D-241 Industrial Area Phase 8B, Sector 74, SAS Nagar, Punjab

#### 5.5. Clarification on tender document

- 5.5.1. The bidders requiring any clarification on the bid document may submit his queries by the due date and time as mentioned in the Document Control Sheet in the following format in a MS Excel file:

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<b>SN</b>	<b>Tender Clause No.</b>	<b>Pg. No.</b>	<b>Tender Clause detail</b>	<b>Amendment Sought / Suggestion</b>	<b>Justification</b>
...	...	...	...	...	...

## 5.6. Preparation of bid

- 5.6.1. The bidder is expected & deemed to have carefully examined all the instructions, guidelines, forms, requirements, appendices and other information along with all terms and conditions and other formats of the bid. Failure to furnish all the necessary information as required by the bid or submission of a proposal not substantially responsive to all the requirements of the bid shall be at bidder's own risk and may be liable for rejection.
- 5.6.2. The bid shall be uploaded on the [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) website by the bidder or duly authorized person(s) to bind the bidder to the contract.
- 5.6.3. The bidder shall be responsible for all costs incurred in connection with participation in the bid process.
- 5.6.4. The bids submitted by fax / e-mail / envelope etc. shall not be accepted. No correspondence will be entertained on this matter.
- 5.6.5. The bids submitted by a consortium of companies / firms or any subcontractors will be rejected.
- 5.6.6. All correspondences between the bidders and Psegs/DGG&IT shall be written in the English language.
- 5.6.7. All information supplied by bidders shall be treated as contractually binding on the bidders on successful award of the assignment by PseGS / DGG&IT on the basis of this tender.
- 5.6.8. Failure to comply with the below requirements shall lead to the bid rejection
  - 5.6.8.1. Comply with all requirements as set out within this tender.
  - 5.6.8.2. Submission of the forms and other particulars as specified in this tender and respond to each element in the order as set out in this tender.
  - 5.6.8.3. Submission of all supporting documentations specified in this tender, corrigendum or any addendum issued.

## 5.7. Deviations

- 5.7.1. Bids submitted with any deviations to the contents of the Tender Document will be considered as non-responsive. No deviation(s) / assumption(s) / recommendation(s) shall be allowed with the bid.

## 5.8. Validity of bids

- 5.8.1. Bids shall remain valid till 120 days from the date of submission of bids. PSeGS/DGG&IT reserves the right to reject a proposal valid for a shorter period as non-responsive.
- 5.8.2. If required, Psegs/ DGG&IT may solicit the bidder's consent to extend the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. A bidder may refuse the request without forfeiting the Earnest Money Deposit. A bidder granting the request will not be permitted to modify its bid.
- 5.8.3. PSeGS/DGG&IT reserves the right to cancel the tender process, or to accept or reject any or all the bids in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.
- 5.8.4. Psegs/DGG&IT may, at its own discretion, extend the date for submission of proposals.

## 5.9. Amendment to the tender document

- 5.9.1. Amendments / corrigendum's / addendums / clarifications necessitated due to any reasons, shall be made available on the website only as provided in the document control sheet. No separate communication either in writing or through email will be made to any interested/ participating bidders. It shall be the responsibility of the bidders to keep on visiting the website to amend their bids incorporating the amendments so communicated through the website.
- 5.9.2. In order to provide prospective bidders reasonable time for taking the corrigendum(s) or addendum(s) into account, PSeGS/DGG&IT, at its discretion, may extend the last date for the receipt of bids.

## 5.10. Bid opening

- 5.10.1. Psegs/DGG&IT will constitute a committee to evaluate the bids submitted by bidders. No correspondence will be entertained outside the process of evaluation with the Committee.

## 5.11. Disqualifications

- 5.11.1. Psegs/DGG&IT may at its sole discretion and at any time during the evaluation of bids, disqualify any bidder, if the bidder has:

- 5.11.1.1. Made misleading or false representations in the forms, statements and attachments submitted in bid documents. The EMD of the bidder will be forfeited in such cases.
- 5.11.1.2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- 5.11.1.3. Failed to provide clarifications related thereto, when sought;
- 5.11.1.4. Submitted more than one bid (directly / indirectly);
- 5.11.1.5. Declared ineligible by the Government of India / State / UT Government for corrupt and fraudulent practices or blacklisted.
- 5.11.1.6. Submitted a bid with price adjustment/variation provision.
- 5.11.1.7. Documents are not submitted as specified in the tender document.
- 5.11.1.8. Suppressed any details related to bid.
- 5.11.1.9. Submitted incomplete information, subjective, conditional offers and partial offers submitted.
- 5.11.1.10. Not submitted documents as mentioned in this tender.
- 5.11.1.11. Submitted bid with lesser validity period.
- 5.11.1.12. Any non-adherence/non-compliance to applicable tender content.

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**5.12. Issue of Work Order**

- 5.12.1. Psegs/DGG&IT will issue the purchased Order/ work order to L-1 vendor. However the prior approval of sample will be mandatory. Delivery day will be counted after the approval of sample.

**5.13. Supply/Delivery**

- 5.13.1.** The supply/delivery of all the banners flex without frame, Standees type banners, Counter panel Design sun board with pasting, Wall posters with pasting and pamphlets at the office of PseGS / DGGIT must be done within 20 days after the approval of sample and issuance of work order. Combined quantity required by one district may be packed as a single unit. District wise segregated packed material / goods may be delivered at the DC office in each district in the state of Punjab. The district wise requirement can be seen at **Annexure-B**
- 5.13.2. The Quality Certificate confirming compliance for each batch delivered to various locations shall mandatorily be submitted to Psegs / DGG&IT. Non-submission of such certificates may lead to rejection of the delivered goods.

**5.14. Performance security**

- 5.14.1. EMD will be treated as PBG & will be released after successful completion of delivery / work
- 5.14.2. Psegs/DGG&IT shall forfeit the performance security in full or in part in the following cases:
- 5.14.2.1. When the terms and conditions of contract are breached/ infringed.
- 5.14.2.2. When the contract is being terminated due to non-performance of the bidder.
- 5.14.2.3. The Clients incur any loss due to Bidder's negligence in carrying out the project implementation as per the agreed terms & conditions. .

**5.15. Fraud and corrupt / malpractices**

- 5.15.1. All the bidders must observe the highest standards of ethics during the process of selection of Bidder and during the performance and execution of contract.
- 5.15.2. For this purpose, definitions of the terms are set forth as follows:

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- 5.15.2.1. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the Client or its personnel in contract executions.
- 5.15.2.2. Fraudulent practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the Client of the benefits of free and open competition.
- 5.15.2.3. "Unfair trade practice" means supply of services different from what is ordered, or change in the Scope of Work.
- 5.15.2.4. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.
- 5.15.3. PSeGS/DGG&IT will reject a proposal for award, if it determines that the bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.
- 5.15.4. PSeGS/DGG&IT will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.



## 6. General Contract Conditions

### 6.1. Standards of performance

- 6.1.1. The Bidder shall deliver the services and carry out its obligations under the contract with due diligence and efficiency in accordance with generally accepted professional standards and practices. The Bidder shall always act in respect of any matter relating to this contract as a faithful Bidder to the Client. The Bidder shall always support and safeguard the legitimate interests of the Client, in any dealings with a third party. The Bidder shall conform to the standards laid down in the tender in totality.

### 6.2. Confidentiality

- 6.2.1. Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Bidder and/ or the Client to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether or not marked as confidential or proprietary by the parties.
- 6.2.2. The Bidder shall ensure that while providing services, all the details and information is kept confidential.
- 6.2.3. During the execution of the project except with the prior written consent of the Client, the Bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

### 6.3. Termination of contract for insolvency, dissolution etc.

- 6.3.1. The Client may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has

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accrued or will accrue thereafter to Client. In such a case, the provisions under  
the Exit Management clause shall apply.

#### 6.4. Termination for convenience

- 6.4.1. The Client reserves the right to terminate, by prior written 2 months' notice, the whole or part of the contract, at any time for its convenience. The notice of termination shall specify that termination is for Client's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. In such a case, the provisions under the Exit Management clause shall apply.

#### 6.5. Legal Jurisdiction

- 6.5.1. All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Mohali, Punjab only.

#### 6.6. Amendment to the contract

- 6.6.1. The contract signed thereof can be amended by mutual consent of both the parties, provided such amendment is made in writing and signed by both the parties.

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## 7. Technical Specification:-

Item	Quantity	Size	Specification
Banners flex without frame	541	5' x 3'	-3MM PVC/Sun board with Pasting -280 GSM - Multicolor printing With Photograph -One side Printing -Type of Printing -Digital -weather Resistance -UV, Eco solvent Warranty -one year -Good ink absorption and quick drying -- Smooth Surface and easy to Clean
Standees type banners	1082 (Design 1 – 541 Qty) (Design 2 – 541 Qty)	6' x 2.5'	-3MM PVC/Sun board with Pasting - 280 GSM - Multicolour printing With Photograph -One side Printing -Type of Printing -Digital -weather Resistance -UV, Eco solvent Warranty -one year -Good ink absorption and quick dying -Smooth Surface and easy to Clean
Counter panel designs sun board with pasting	2300	3' x 1'	-3MM PVC/Sun board with Pasting Multicolour printing With Photograph -Vinyl Sheet -Eco Solvent -Digital Printing -weather Residences -one side printing -Good ink Absorption & Quick Drawing -Smooth Surface & easy to Clean Warranty- one year
Wall Posters sun board with pasting	541	2' x 1.5'	-Thickness 3 MM -vinyl Sheet -Eco Surface Multicolour printing With Photograph -One side Printing -Type of Printing -Digital -weather Resistance -UV, Eco solvent Warranty -one year -Good ink absorption and quick dying -Smooth Surface and easy to Clean -Warranty – one year

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Pamphlets	541000	8.5" x 11" Letter	-Both side Color Printing -130 GSM -Digital Multicolour printing With Photo vinyl Sheet -Digital Printing -Eco Resistance -UV, ECO solvent -Good Ink Absorption with Quick Dying
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## 8. SLA and Penalties

8.1.1. The SLA and penalties are as under:

SN	Activity	Target / Service Level	Penalty for delays beyond target level
1.	Delay in Supply	After approval of sample and issuance of work order	Rs. 1,000/- per day
2.	Supply of faulty material	Original Replacement within seven days otherwise 1000/- per day.	Original Replacement within seven days otherwise 1000/- per days

## 9. Terms & Conditions

1. PSeGS further reserves the right to reject the entire bid or purchase order in the event any deviation is observed in the specifications, material, or quality as per the physical material inspection
2. In case any variation or non-conformity is found in the specifications, material, or quality, PSeGS reserves the right to take appropriate legal action as deemed fit. Strict action may be taken against the vendor/bidder as per applicable rules and laws.
3. CEO cum Member Secretary, PSeGS/ DGGIT reserves full rights to accept or reject the tender, wholly or in part, without assigning any reason without incurring any liability or obligation.
4. The quantity may increase/ decrease up to 25% of the bid quantity at the time of placement of contract at the contracted rate.
5. The bidder shall be required to submit delivery reports in both excel and duly signed hard copy format for all supplied items, which shall be used for future stock referencing and verification process.
6. The bidder shall provide the support contact number, details of the designated contact person, and defined timelines for addressing repaired and maintenance requests.

## 10. Payment terms

### 10.1. General

- 10.1.1. Payment to the Bidder shall be made in Indian Rupees through account payee cheque / NEFT / RTGS as per actuals.
- 10.1.2. The decision of the Client pertaining to the quality and quantity of performed by the Bidder will be final and acceptable to the Bidder besides being binding. It shall be the responsibility of the Bidder to rectify the deficiencies so pointed out without any extra payment. All taxes, duties and any statutory levies etc. payable by the Bidder during the contract tenure shall be the sole responsibility of the Bidder.
- 10.1.3. The payment against Goods not delivered and / or Services not rendered shall be withheld until the goods and / or services are delivered and verified by DGG&IT. Such deductions shall be separate from penalties and shall not be included in the penalty cap, if defined in the tender / contract.

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**10.2. Prices**

- 10.2.1. The rates quoted in the financial bid shall be inclusive of all taxes, delivery/transport charges. However, the taxes shall be paid as applicable from time to time.
- 10.2.2. The prices shall remain fixed for the complete contractual period. No price change request will be accepted after opening of the bids and during the validity of the contract.
- 10.2.3. In the financial bid format, the bidder must quote prices of all equipment. If the bidder fails to quote the price of any of the line items, then the bid of the concerned bidder shall be rejected.

## 11. Bid formats

[Note: Italicized comments in rectangular brackets of formats have been provided for the purpose of guidance/ instructions to bidders for preparation of the bid formats. These should not appear in the final bids to be submitted by the bidders]

### 11.1. Format for Undertaking

[On the letterhead of the organization]

No.

Date:

To,

CEO cum Member Secretary,  
Punjab State e-Governance Society,  
O/o Department of Good Governance & Information Technology  
Plot No. D-241, Industrial Area, Sector - 74,  
Sahibzada Ajit Singh Nagar,  
Punjab-160071

Subject: Self Declaration of not being blacklisted, insolvent and convicted of any criminal offense.

Ref: Your Bid Ref. No.: <xxx> dated <xxx>

Dear Sir/ Madam,

We confirm that our company or firm, <Name\_of\_the\_company/firm>, is as on the date of submission of this bid: -

- A. Has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and has not been blacklisted by any State Govt. / Central Govt. / Board, Corporations and Government Societies / PSU for any reason.
- B. Has not ever been insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and has not been the subject of legal proceedings for any of the foregoing reasons.

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- C. And our directors, partners and officers have not been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications within a period of three years as on date of submission of bid or not have been otherwise disqualified pursuant to debarment proceedings.

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



## WARRANTY CERTIFICATE

### Warranty Terms & Conditions:

#### 1. Warranty Period:

The printed items are covered under a 7-day warranty from the date of delivery for any printing defects, colour fading, or material damage caused during production or delivery.

#### 2. Coverage Includes:

Printing errors (misprints, incorrect color codes, spelling/grammar errors only if provided text is as per final proof)

Material defects (peeling, tearing, or fading not caused by mishandling)

Incorrect sizing compared to approved artwork

#### 3. Exclusions:

Damage due to mishandling, weather exposure, or improper storage

Design errors in client-approved proofs

Normal wear and tear over time

#### 4. Claim Process:

Submit photographic evidence of the defect to [Your Email] within the warranty period.

We reserve the right to inspect the defective material before approving a replacement or reprint.

#### 5. Resolution:

If a claim is approved, a reprint or replacement will be provided at no additional cost.

Refunds are only considered if reprinting is not feasible.

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**Annexure-B**

## Delivery

Quantity required by one district may be packed in a single unit. District wise segregated packed supply / goods may be delivered at the DC office in each district, Type-1 Sewa Kendra's in the state of Punjab. However Boxes will be prepared as per the information below:-

S.No	District	Total number of Sewa Kendra's	Total Counters	Quantity Required					
				Banners flex	Counter panel designs sunboard with pasting	Wall Posters sunboard with pasting	Pamphlets (Multicolor - Both side Printing)	Standees type flex sunboard with pasting Design 1	Standees type flex sunboard with pasting Design 2
1	Amritsar	41	162	41	162	41	41000	41	41
2	Barnala	14	68	14	68	14	14000	14	14
3	Bathinda	34	156	34	156	34	34000	34	34
4	Ferozepur	12	48	12	48	12	12000	12	12
5	Fatehgarh Sahib	14	60	14	60	14	14000	14	14
6	Fazilka	21	85	21	85	21	21000	21	21
7	Ferozepur	26	103	26	103	26	26000	26	26
8	Gurdaspur	40	131	40	131	40	40000	40	40
9	Hoshiarpur	28	118	28	118	28	28000	28	28
10	Jalandhar	35	175	35	175	35	35000	35	35
11	Kapurthala	20	94	20	94	20	20000	20	20
12	Ludhiana	41	202	41	202	41	41000	41	41
13	Malerkotla	9	35	9	35	9	9000	9	9
14	Mansa	16	68	16	68	16	16000	16	16
15	Moga	13	62	13	62	13	13000	13	13
16	Pathankot	16	62	16	62	16	16000	16	16
17	Patiala	42	174	42	174	42	42000	42	42
18	Rupnagar	23	93	23	93	23	23000	23	23
19	S A S Nagar	15	75	15	75	15	15000	15	15
20	S B S Nagar	17	67	17	67	17	17000	17	17
21	Sangrur	27	114	27	114	27	27000	27	27
22	Sri Muktsar Sahib	15	69	15	69	15	15000	15	15
23	Tarn Taran	22	82	22	82	22	22000	22	22
		<b>541</b>	<b>2303</b>	<b>541</b>	<b>2303</b>	<b>541</b>	<b>541000</b>	<b>541</b>	<b>541</b>

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## **Annexure-C**

### **GENERAL INFORMATION**

#### **(PROFORMA TO BE FILLED BY THE TENDERER)**

1. Name of the Bidder/Firm: -
2. Address & Telephone No: -
3. Whether the firm is Indian / Multi- national: -
4. Name Person responsible for tender: -
5. Mobile No of person/ authorized signatory to be contacted for this tender: -
6. Fax No: -
7. E- Mail Address: -
8. Address for Communication: -
9. Customer support person name and number (L1 & L2) for warranty/escalation :

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**Annexure-D**

## Technical Bid

### Technical Bid Format

Item	Quantity	Size	Specification
Banners flex without frame	541	5' x 3'	-3MM PVC/Sun board with Pasting -280 GSM - Multicolour printing With Photograph -One side Printing -Type of Printing -Digital -weather Resistance -UV, Eco solvent Warranty -one year -Good ink absorption and quick drying -- Smooth Surface and easy to Clean
Standees type banners	1082 (Design 1 – 541 Qty) (Design 2 – 541 Qty)	6' x 2.5'	-3MM PVC/Sun board with Pasting - 280 GSM - Multicolour printing With Photograph -One side Printing -Type of Printing -Digital -weather Resistance -UV, Eco solvent Warranty -one year -Good ink absorption and quick drying -Smooth Surface and easy to Clean
Counter panel designs sun board with pasting	2300	3' x 1'	-3MM PVC/Sun board with Pasting Multicolour printing With Photograph -Vinyl Sheet -Eco Solvent -Digital Printing -weather Residences -one side printing -Good ink Absorption & Quick Drawing -Smooth Surface & easy to Clean Warranty- one year
Wall Posters sun board with pasting	541	2' x 1.5'	-Thickness 3 MM -vinyl Sheet -Eco Surface Multicolour printing With Photograph -One side Printing -Type of Printing -Digital -weather Resistance -UV, Eco solvent Warranty -one year

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			<ul style="list-style-type: none"> <li>-Good ink absorption and quick dying</li> <li>-Smooth Surface and easy to Clean</li> <li>-Warranty – one year</li> </ul>
Pamphlets	541000	8.5" x 11" Letter	<ul style="list-style-type: none"> <li>-Both side Color Printing</li> <li>-130 GSM</li> <li>-Digital Multicolour printing With Photo vinyl Sheet</li> <li>-Digital Printing</li> <li>-Eco Resistance</li> <li>-UV, ECO solvent</li> <li>-Good Ink Absorption with Quick Dying</li> </ul>

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## **Annexure-E**

### Financial/ Price Bid

#### **Financial Bid Format**

<b>Item</b>	<b>Quantity</b>	<b>Unit Rate (₹)</b>	<b>Total Cost (₹) With Transportations charges</b>
Banners flex without frame	541		
Standees type banners	1082		
Counter panel designs sun board with pasting	2300		
Wall Posters sun board with pasting	541		
Pamphlets	541000		

\*\*\* Rates are inclusive of taxes and all costs.

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**Annexure-F**

## Check List to be furnished by the bidder

<b>S. No.</b>	<b>Particulars</b>	<b>Compliance (Yes/No)</b>	<b>Page No.</b>
1	Tender Fees in form of Demand Draft for purchase of tender document is enclosed		
2	EMD in form of DD/BG is enclosed		
3	Whether the proof of Annual Turnover is enclosed (Audited Balance Sheet Profit & Loss) & PAN No.		
4	Copy of Income Tax Return Acknowledgement of March 2025		
5	Copy of GST Registration Certificate		
6	Warranty Certificate as per <b>Annexure -A</b>		
7	Detail of Delivery location / District Wise Quantity required <b>Annexure -B</b>		
8	General Information as per <b>Annexure C</b> should be enclosed		
9	Technical Compliance Statement in <b>Annexure D</b>		
10	Deviation Statement		
11	The Price Bid / Financial Bid in <b>Annexure E</b>		
12	Details of After sales support, free of cost for 1 year		

Signature & seal  
of bidder

**Note:** Checklist should be furnished by bidder with page number and it should be enclosed starting of the Bid