

## **Terms & Conditions:**

1. The tender for purchase of stationery items on annual rate contract basis should reach this office on or before 02.08.2017 at 2.00 pm and these shall be opened on the same day at 2.30 pm.
2. The tenderer should have experience in this line for supplying of stationery items to Government Departments/PSUs atleast of 5 years.
3. The supply of stationery items should be exclusively from Chandigarh periphery in order to ensure the timely receiving of the material on need basis.
4. The tender should accompany earnest money of Rs.25,000/- in form of bank draft in favour of Punjab Agro Foodgrains Corporation Limited, payable at Chandigarh.
5. Offers will be accepted in sealed envelopes containing Earnest Money Deposit and other documents respectively.
6. The offer shall not contain correction, eraser or over writer.'
7. Successful tenderer will be informed of the acceptance of tender within 10 days of opening of tender offers.
8. Successful tenderer will start the work of supplying stationery items immediately to PAFC with best quality failing which EMD will be forfeited.
9. The tenderer/firm shall not assign or sublet the work or any part of it to any other person or party.
10. The supply/rates shall be on FOR basis
11. Conditional/time barred tenders without Earnest Money will be rejected.
12. The management reserves the right to reject any or all the tender offers without assigning any reason.
13. In case of any dispute, the decision of MD, PAIC/PAFC will be final and binding.
14. All disputes are subject to Chandigarh jurisdiction.
15. Earnest Money Deposit of the unsuccessful tenderers will be refunded within in a month after the finalization of tenders, without any interest. However, the

EMD of successful tenderer/s shall be converted into security deposit, no interest shall be paid.

16. The party should have PAN and GST number.

17. Any or more of the following action/omission are likely to cause rejection of offer.

- a) Any offer not accompanied by required Earnest Money Deposit (EMD).
- b) Any offer received unsealed or improperly sealed.
- c) Any conditional and unsigned offer.
- d) Any offer in which rates have not been quoted in accordance with the requirement.
- e) Any offer received without documents mentioned in the tender notice.