

Office of The Returning Officer
Punjab Pharmacy Council, Medical Education Bhawan,
Sector-69, S.A.S. Nagar(Mohali)

No. RO-2024/13

Dated Mohali - 16.08.2024

NOTICE INVITING QUOTATIONS

Sealed quotations are invited for the “Supply and Printing of Envelopes, OMR Sheet, Covering Letter & Address Stickers and OMR Sheet Scanning and Result Processing Work” under the terms and conditions provided below:

Scope of Work

Item	Job Work
100GSM Yellow Envelope Laminated (10x12)	Designing Single color single side screen printing
100GSM Yellow Envelope Laminated (5x11)	Designing Single color single side screen printing
80GSM White Envelope (9x4)	Designing Single color single side screen printing
105GSM OMR Sheet and Scanning and Result Processing	Designing Double side Color Printing Encrypted Barcode No Serial No Perforation/ Cutting Precision in OMR sheets scanning and results processing completion
75GSM Covering Letter and Declaration Paper (Legal)	Designing Single color single side offset printing Perforation/ Cutting
90GSM Address Sticker	Data Merging Digital Printing Serial Number Barcode strictly according to the post office software specifications.

Submission Details:

- **Addressed to:** Returning Officer, Punjab Pharmacy Council, Medical Education Bhawan, near My Hospital, Sector 69, Sahibzada Ajit Singh Nagar, Punjab 160062.
- **Last Date for Receipt of Quotation:** 23.08.2024, Submissions are only acceptable through Registered/Speed Post.

General Terms and Conditions for Supply and Printing of Envelopes

- 1. Authorization Documentation:** The quotation must include adequate documentation to prove the vendor's authorization. Failure to provide sufficient documentation may result in rejection of the quotation. The decision of the Returning Officer, Punjab Pharmacy Council will be final and binding in the regard.
- 2. Certificate:** The vendor must attach certificate for similar service(s) in last one years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be provided with the quotation for verification.
- 3. Timeline for Completion:** The awarded items must be delivered and operational within **4-5 days** following the finalization of the design.
- 4. Termination Clause:** The Returning Officer, Punjab Pharmacy Council reserves the right to terminate the contract if the vendor fails to provide satisfactory services or breaches any terms and conditions.
- 5. Pricing:** The quoted rate must be provided inclusive and exclusive of taxes, clearly mentioned separately.
- 6. Modification and Approval:** All modifications shall be carried out only if requested by the Returning Officer, Punjab Pharmacy Council. After final approval from Returning Officer, no further changes shall be made.
- 7. Validity of Quoted price:** The price mentioned in the quotation must be valid for a Period of minimum 90 days from the date of submission.
- 8. Confidentiality:** The vendor must ensure that all data and information provided by the Returning Officer, Punjab Pharmacy Council remains confidential and is not shared with third parties without prior written consent.
- 9. Arbitration:** Any dispute arising out of this contract will be subject to the jurisdiction of the courts in Sahibzada Ajit Singh Nagar, Punjab.



(Dr. Hardevinder Pal Singh)
Returning Officer,
Punjab Pharmacy Council