

## FOR ADVERTISEMENT IN NEWSPAPERS

INFORMATION AND PUBLIC RELATIONS DEPARTMENT, PUNJAB

### NOTICE INVITING TENDERS

Tenders are invited for superior quality PVC ID cards to be printed and supplied to the department as per specification mentioned below;

<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Approximate cost (in Rs.)</b>	<b>Earnest money (in Rs.)</b>
1.	Preparation of PVC ID Cards on 350 micron of size 5.5 cm x 8.8 cm with insertion of visible data and scanning of photograph on both sides in multi-colours as per design/data provided by the department.	5,000 pcs per year	2,00,000/-	20,000/-

Interested firms/vendors are required to submit their tenders in sealed envelopes quoting minimum rate per card of aforesaid specifications by 12:00 Noon on 5<sup>th</sup> April, 2018 by hand in the office of Director, Information and Public Relations Department, Punjab at 5<sup>th</sup> Floor, Punjab Civil Secretariat-1, Sector-1, Chandigarh.

Detailed Terms and Conditions are available at [diprpunjab.gov.in](http://diprpunjab.gov.in) and [punjab.gov.in](http://punjab.gov.in). Any corrigendum will be uploaded on website only.

**Director,**  
Information and Public Relations  
Department, Punjab, Chandigarh,

## FOR UPLOADING ON WEBSITE

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#### Terms and Conditions:

1. Earnest money amounting Rs.20,000 must be sent with the tenders in the form of Returnable Demand Draft (D.D.), issued in favour of the Deputy Controller (F&A), Information and Public Relations Department, Punjab, 5<sup>th</sup> Floor, Punjab Civil Secretariat-1, Sector-1, Chandigarh and payable at Chandigarh only. No tender will be accepted without Demand Draft.
2. No tender will be accepted after the stipulated time frame.
3. Tenders will be opened on 5<sup>th</sup> April, 2018 at 3:00 PM in Room No.12, 5<sup>th</sup> Floor, Punjab Civil Secretariat-1, Sector-1, Chandigarh.
4. Firm/vendor would be responsible for delivery of cards on the same day, on which data is provided, failing which, 5 percent penalty would be imposed. Firm/vendor should be in capacity to print at least 800 ID cards in one day.
5. It would be the responsibility of the firm/vendor to secure the data and check any kind of misuse.

6. The tender would be valid for one year from the date of allotment.
7. Firm/vendor is required to submit per card rate including GST and if it has to claim GST, it must have a GST Number.
8. Director, Information and Public Relations Department, Punjab reserves the right to cancel any or all tenders.
9. For any query, the Deputy Director (Production), Information and Public Relations Department, Punjab may be contacted at 0172-2740787 or +91-98884-53466.