

Open Quotations for Printing of OMR/OCR based Answer Sheets

Sealed quotations are invited from interested parties for the print job to print OMR/OCR based Answer sheet. The quotation is required to be submitted in a sealed cover addressed to the Registrar, Punjab Nurses Registration Council, Mohali so as to reach us on or before 23-09-2016 up to 01.00 p.m., duly superscribing the work i.e **“Quotation for printing of OMR/OCR based Answer sheet on top of the cover”**.

Description of Print Job	Total Qty.	Completion time
Offset printed set of Answer Books of 18 pages with Auto Carbon instruction cover: Size 200mmx280mm(approx) Cover Paper- Auto Carbon Paper Pair. Min 62 GSM Inner Paper: Ruled White Paper. 62 GSM Cover Printing: <ul style="list-style-type: none"> • Offset Printing • OMR/OCR • Serial number Binding: Side Thread Stitch	1.2 Lakh Pcs.	15 days from the date of order

Last Date of submission of Quotation: - 27-09-2016 at 01.00 PM

Note: Interested firms should read the document carefully as enclosed and must comply strictly while sending their quotations.

**Registrar,
PNRC**

TERMS & CONDITIONS OF CONTRACT FOR SUBMISSION OF QUOTATION

1. Sealed envelope should be clearly superscribed as “Quotation for Printing of OMR/ OCR Answer sheet”.
2. Late date of receipt of quotations (i.e. after due date and time) will not be considered in any case.
3. Rates must be quoted in figures & words in INR with all levies and taxes .
4. Each page of the quotation document should be **signed by the party and duly stamped.**
5. Special discount/rebate admissible to Educational Institution/University may be specifically indicated in the quotation.
6. Details of experience if any on supply of office stationery & printing items to any Govt. Office/PSU along with copies of Purchase Orders should be enclosed with the quotations.
7. The participants are to submit samples for all the items (Answer sheet) along with their quotations, as both quality of samples and price will be taken into account for finalization of the quotations.
8. The participants are advised to see the sample and quality of answer sheet at PNRC at his own cost and responsibility.
9. The quoted rate shall include cost of material, labours, transport, taxes & duties, royalties, octroi and other local taxes or levies etc. if any.
10. PNRC may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-
 - (a) Increase or decrease of the quantities as mentioned in the schedule.
 - (b) Omit any such item if found necessary after issue of Purchase Order, if required.
 - (c) Change the quality or kind of any such items.
 - (d) Additional requirement or any item required may be supplied by the party.

11. The selected party should supply the stationery/printing materials as per the sample. In case of any variation and low quality the material supplied shall be rejected.
12. The Quotations should be accompanied with the samples of printing paper duly signed and stamped by the party; Quotations without samples shall be rejected.
13. In case the approved printer causes unnecessary delay in making the supply or fails to deliver the printed stationery as per the order, a penalty depending on merits of each case, shall be imposed on the printer which may include cancellation of the supply order and the University shall be at liberty to take any other action as it deems fit.
14. The quotations would be valid for 90 days from the date of opening of the quotations. In the case of successful party, rates quoted shall be valid till the supplies are completed unless there is downward revision, in such case the benefit shall be suo moto transferred to PNRC.
15. In case the successful party fails to deliver the items within the stipulated period, a sum equal to 0.5% of the contract value of the indented items shall be deducted per week till the actual delivery, subject to maximum of 10% of the value of the supply order.
16. The payment will be released only after successful completion of entire delivery. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty.
17. PNRC reserves the right to reject any or all quotation(s) without assigning any reason. The decision of PNRC in this regard shall be final. No enquiries in this regard shall be entertained.