



PUNJAB STATE POWER CORPORATION LTD
NOTICE INVITING LIMITED TENDER (NIT)

1.	Department Name	Chief Engineer/HRD, PSPCL Patiala
2.	Tender Specification No.	679 /CHRD/54/2026-Principal-TTI-Patiala Dated: 17.06.2026
3.	Tender Issuing Authority	Principal/TTI, PSPCL Patiala
4.	Place	TTI, PSPCL Shakti Vihar Patiala
5.	Short Description	Procurement/Printing of Training Material (Technical Guides and Notebooks) for various training programs conducted at office of TTI, Patiala and four no. ZKCs for FY 2026–27.
6.	Tender Publication	Tender specification can only be downloaded from website http://pspcl.in/Tenders.aspx and no hard copy of the same will be issued by this office.
7.	Eligibility Criteria	As specified in NIT
8.	Last date for downloading specification/tender documents	07.07.2026 , 01:30 PM
9.	Last date for Bid Submission	08.07.2026 , 12.30 PM
10.	Date & time of opening of Bid /tender documents.	10.07.2026, 11.00 AM
11.	Contact person names	Principal/TTI, PSPCL Patiala
12.	Contact Mob no.	96461-18854
13.	Contact Email ID	principal-hrd@pspcl.in
14.	Tender information in details.	As mentioned in the specification

NOTE: -

- 1.** Tenders shall be submitted **manually only**.
- 2.** In case the due date for opening of tender happens to be a holiday, then tenders would be received & opened on the next working day at the same time.
- 3.** The prospective bidders are requested to get clarification from this office in case of any difficulty regarding the tender well in time and no last minute request for extension in the date and time of opening of tender on this account will be entertained.
- 4.** The prospective bidders are requested to be extra cautious in filling the tender and to get in touch with this office in case of any difficulty. Once the tender is opened, no request regarding giving relaxation or for overlooking any mistake committed by the bidder will be entertained.
- 5.** PSPCL Purchase Regulations -2017 may be referred to on the official website of the corporation i.e. www.pspcl.in

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Principal TTI
PSPCL, Patiala

TENDER SPECIFICATIONS

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Annexure-I

GENERAL TERMS & CONDITIONS

1. **The following instructions must be carefully observed by all tenderers. Quotations/ tenders not strictly in accordance with these instructions are liable to be rejected.**
 - i. The tender must be complete in all respects. The following points should be carefully studied in order to ensure submission of a complete and comprehensive tender. Failure to comply with any of these instructions or to offer brief explanation for non-compliance is likely to render effective comparison of the tender as a whole impossible and may lead to rejection of an otherwise competitively lowest offer.
 - ii. Telegraphic quotations will not be accepted and tenders shall be submitted manually only in the office of Principal TTI, PSPCL, Patiala.
 - iii. Tenders shall be submitted in Duplicate and all copies shall be separately tagged and clearly marked as '**original**' and **duplicate**, as the case may be. Tenders should be enclosed in double covers both addressed to the Principal TTI, PSPCL, Patiala. Both (inner and outer) covers shall be sealed and super scribed with Tender Notice and No. together with the date on which the tender is due and the item for which quoting.
 - iv. The tenders shall be submitted in two parts i.e. Part-I & Part-II (all manual).
2. **The following procedure will be adopted for the opening of tenders:**

Part-I (Technical/Commercial Bid) and Part-II (Price Bid) of the tender shall be opened on the date and time scheduled in the NIT, in the presence of the representatives of the qualifying bidders who may choose to attend.
3. The officer inviting tenders, contracting/purchasing agency/PSPCL reserve the right to modify the schedule of requirement, technical particulars and the specifications at any time, to increase or decrease the NIT quantity and to place the order as a whole or in parts and to reject any or all the tenders received without assigning reasons. He will not be responsible for and will not pay for expenses or losses that may be incurred by the tenderer in the preparation of the tenders. If at any time competent authority desires, the contract can be short closed at any time by giving one-month notice. No claim on this account shall be entertained.
4. Quotations/Tenders shall be submitted up to specified hours of the due date given in the tender notice and shall be opened immediately thereafter in the presence of tenderers or their authorized representatives who choose to be present. In case the due date of opening tenders happens to be a holiday, tenders shall be received and opened at the same time on the next working day.

5. Tenderers should submit their offer in unambiguous wording failing which PSPCL's interpretation will be final.
6. Tenderers must carefully study the technical specification and general terms & conditions before preparation of Tender. Rate should be stated in words and figures both. Complete information as per Annexures attached herewith must be supplied with tender invariably, failing which the tenders are likely to be ignored.
7. No relaxation whatsoever of any sort, would be given in NIT specifications after the tenders have been received, opened/processed.
8. **The bidders/ tenderers are required to submit the following documents:**
 - I. The bidder should have a registered number of Income Tax/PAN and shall submit a copy of the same along with tender documents
 - II. A copy of GSTIN registration of the firm.
 - III. An undertaking confirming that the offer is valid for at least 120 days from the date of opening and any withdrawal or modification of the offer shall not be permitted.
 - IV. The tenderers will have to give an undertaking that they agree to the PSPCL tender specification and any corresponding amendments in toto.
9. Any deviation in Technical and General Terms & Conditions must be indicated in Annexure-V, otherwise it would be assumed that the material offered is entirely as per enclosed Technical specification & General terms & conditions are acceptable to the tenderer in totality. Any deviation found elsewhere in hard copy/soft copy but not explicitly mentioned/referred in Annexure-V will be ignored and no communication regarding the same shall be entertained later on.
10. Any firm offering discount on the quoted price after the opening of the tenders will be out rightly rejected.
11. Negotiations if any will not be held except with the lowest tenderer (L-1)
12. If at any time competent authority desires, the contract can be short closed at any time by giving one-month notice. No claim on this account shall be entertained.
13. All such Taxes, Duties, Levies and other Charges, for which Tenders will be silent, the same will be assumed as per PSPCL Terms and Conditions and inclusive in the rates/ prices quoted by the Tenderers.
14. All terms and conditions of PSPCL Purchase Regulations, 2017 (applicable w.e.f. 10.8.2017) amended up to date will be applicable.

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**Principal/TTI,
PSPCL, Patiala**

Annexure-II

GENERAL INSTRUCTIONS TO BE OBSERVED BY TENDERERS

Tender Enquiry No:

Dated

1. SUBMISSION OF TENDERS

Notwithstanding anything contained to the contrary in the specifications or tenders or in subsequent exchange of correspondence, these conditions of contract shall be binding on the contractor and any change or variation, expressed or implied, however, made in the said conditions shall not be valid or operated unless expressly approved by the competent authority. The contractor shall be deemed to have fully informed himself and to have special knowledge of the provisions of the conditions of contract here in contained.

2. PRICES

- i) The prices should be 'Firm' and quoted strictly in the Price Bid format only.
- ii) No deviation in any form in the Price Bid Performa is acceptable.
- iii) Percentage/specified amount of taxes & duties should be clearly mentioned otherwise PSPCL reserves the right to reject such offer.
- iv) The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format.
- v) No extra cost, other than that mentioned in Price Bid would be taken into account.
- vi) The unit rates should be quoted F.O.R. destination (TTI PSPCL, Patiala) through road transportation which will be treated at par with F.O.R. destination.

3. VALIDITY

The offer should be kept valid for at least 120 days from the date of opening and any withdrawal or modification of the offer shall not be permitted.

4. INSPECTION

Physical verification & inspection of each lot of material shall be carried out at your premise or at TTI complex, PSPCL, Patiala by authorized representative(s) of the office of Principal/TTI, PSPCL before dispatch and or during the course of manufacture. Therefore, you are required to give advance intimation for readiness of material.

5. DELIVERY SCHEDULE

The material shall be supplied in two-three lots, as per the requirement of the purchaser. The Contractor/Supplier shall supply each lot within 10 (ten) days from the date of issuance of the written notice/requirement by the purchaser.

6. INSURANCE

The rates are F.O.R. destination and as such, it is the responsibility of the supplier to deliver the goods in sound condition F.O.R. Destination and for the purpose, the supplier may at his option insure the material against all risks at his own cost during transit for full delivered value of the material up to destination.

7. TERMS OF PAYMENT

100% payment for each lot shall be released within 45 days from the date of receipt of the corresponding bill, subject to the complete material being received in good condition and conforming to the prescribed specifications.

8. SECURITY

Security @3% of total Tender amount will be deposited by successful bidder at the time of issue of Purchase Order and it will be refunded after successful completion of the purchase of all lots

9. PENALTY/ DAMAGES FOR DELAY IN DELIVERY/ INSTALLATION

If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Work order/contract, the same is liable to be rejected and if accepted, the Supplier shall be liable to pay as penalty charges a sum of 0.5% (half of one percent) of the cost of undelivered supply/ incomplete equipment per week of delay or part thereof, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment so delayed. There will be no slack period.

10. EXTENSION IN DELIVERY PERIOD

Any genuine delay in the approval of technical details, drawings, samples; issuance of amendment to Work Order; carrying out inspection; approval of Test Reports/Test Certificates issuance of dispatch instructions/ stations etc. will count towards extension of the delivery period by corresponding period other than that admissible under Force Majeure conditions, if any substantiated by the suppliers,

and duly accepted by the Contractor. No extension in delivery shall be granted in case of delay in payment.

11. NEGLIGENCE AND DEFAULT

In case of any negligence on the part of a Supplier/Contractor to execute the Work-order/Contract with due diligence and expedition and to comply with any reasonable orders, pertaining to any contravention to the provisions of the Work-order/Contract, given in writing by the contractor, the contractor may give a 21 days- notice in writing to the Supplier/Contractor to make good the failure/neglect/contravention. In the event the Supplier/Contractor fails to comply with the notice within a timeframe considered to be reasonable by the Contractor, the business dealings shall be suspended/ terminated with the firm by the Contractor for a minimum period of three years or in extreme cases, the firm shall be blacklisted forever by the Contractor.

Apart from the suspension/termination of business dealings/blacklisting of the supplier/contractor, the Contractor shall also forfeit the security & other pending payments of the Work Order/ Contract against which the supplier has defaulted, in addition to PEMD/ EMD lying with the concerned organization.

12. FORCE MAJEURE

During the pendency of the Contract/Work Order, if the performance in whole/part by either party or any obligation there under, is prevented/delayed by causes arising out of any natural calamity, war, hostilities, civil commotion, acts of the public enemy, sabotage, fire, floods, explosion, epidemics or non-availability of Government controlled raw material under orders/ instruction of Central/State Government regulations strikes, lock-outs, embargo, acts of Civil/Military authorities or any other causes beyond their reasonable control, neither of two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions, provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence.

The supplies shall be resumed under the contract as soon as practicable after the happening (event) ceases to exist.

13. GOODS AND SERVICE TAX

PSPCL is registered centrally in the state under GSTIN **03AAF5120Q1ZC**.

- i) GST, as applicable, will be paid as per prevailing provisions of GST Act & Laws against submission of documentary proof at rate(s) prevailing during the contracted delivery period on the basis of actual.
 - ii) The transaction on which the GST is claimed has been/shall be included in the return submitted / to be submitted to the GST Authorities and the amount claimed from the Punjab State Power Corporation Ltd. has been / shall be paid to the GST Authorities.
 - iii) The goods on which GST has been charged have not been exempted under GST Act or rule made there under and that the GST charged on these goods is not more than what is payable under the provisions of relevant act.
 - iv) Certified that we shall indemnify the Punjab State Power Corporation Ltd. in case, it is found, at a later stage that wrong or incorrect payment had been received on account of GST; the same will be refunded.
 - v) In case the GST is applicable and is required to be paid extra as referred to Para-(i) above, the tenderer should clearly indicate HSN code of item along with present rate (in percentage) applicable to their company.
 - vi) The maximum rate (in percentage) up-to which the GST may become leviable/ payable under the prevailing Rules & Regulations applicable to their company, should also be clearly indicated in their tender.
 - vii) In case the GST is applicable /payable, necessary certificate of GST claimed/GST Gate Pass duly authenticated by the authorized representative of GST Authorities, shall however, be furnished by the supplier along with each consignment. The supplier should, therefore, clearly indicate in their tender that whether such GST Gate Passes/Certificates shall be furnished by them or not.
- NOTE:** The firms indicating nil or concessional rate of GST in their tenders (if any) will have to absorb GST up to the full rate applicable at the time of tendering.
- viii) FURTHER any loss due to non-availability of ITC or levy of penalty/interest payable by PSPCL on account of non-filing of return or non-compliance or any miss- statement given under the provisions of GST ACT by the firms shall be recoverable from them.
 - ix) Further GST at applicable rates on principal supply shall be payable on Freight and Insurance.

14. CHANGES

No variation or modification or waiver of any of the terms and provisions shall be deemed valid unless mutually agreed upon in writing by both the Contractor and the Supplier.

15. CANCELLATION OF CONTRACT

The purchaser reserves the right to cancel the purchase order as a whole or in part at any time or in the event of default on the part of the supplier prior to the receipt of intimation regarding taking in hand of the manufacture of material against the Purchase Order/ dispatch of material to the consignee.

16. JURISDICTION

All legal and arbitration proceeding in connection with the Work order cum contract shall be subject to the territorial jurisdiction of the local courts at Patiala only.

17. TAXES

Income tax and any other taxes imposed by the Govt. /Central Govt. /local bodies will be deducted from the running bills as per rules.

18. ARBITRATION

- a) If at any time any question, dispute or difference, whatsoever, shall arise, between the Contractor/PSPCL and the Contractors/Suppliers, upon or in relation, to or in connection with the Work Order/Contract, either party may forthwith give to the other, notice in writing of the existence of such question dispute or difference and the same shall be referred for sole arbitration as per the provisions of the Indian Arbitration Act,1996 (amended upto date) who shall give a reasoned/speaking awards. The award of the Sole Arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act, 1996 (amended upto date) and of the rules there-under. Any statutory amendment, modification or re-enactment thereof for the time being inforce, shall be deemed to apply to and be incorporated in the Contract/Work Order.
- b) Upon every or any such reference, the cost and incidental expenses to the reference and award shall be at the discretion of the Sole Arbitrator so appointed who may determine the amount thereof or direct the same to be taxed as between Solicitor and Client or as between party and party shall direct by whom and to whom and in what manner the same is to be borne and paid.
- c) The work under the Contract shall, if reasonably possible, be continued during the proceedings of the arbitration and no payment due/ payable to the firm by the

Contractor/PSPCL shall be with-held on account of such proceedings.

All other General terms & conditions of PSPCL Purchase regulations, 2017 amended up to date shall also be applicable. However specific terms & conditions provided in the Specifications shall overrule the General terms & conditions in case of any dispute.

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**Principal TTI,
PSPCL, Patiala.**

Annexure-III

Technical specifications of material to be printed and supplied

1. Material to be supplied:

S. No.	Description	Qty (in Nos.)
1	Printing and supply of Note Book with 52 pages (size 21.5 x 27.2) single colour logo printing on all pages at 70 gsm paper with Title of 300 gsm art paper and both side printing with centre staple binding.	3620
2	Printing and supply of Technical Guide for JE/LM/ALM with 170 pages (size 21 x 27.6) single colour printing on all pages at 70 gsm paper with Title of 300 gsm art paper and both side printing with Perfect binding.	2450
3	Printing and supply of Technical Guide for JE (Sub Station SSA/ASSA) with 142 pages (size 21 x 27.9) single colour printing on all pages at 70 gsm paper with Title of 300 gsm art paper and both side printing with Perfect binding.	650

Note: The soft copy of the training material, in PDF format, shall be provided by the Office of the Principal, TTI Patiala, for the purpose of printing and distribution of the training material.

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**Principal TTI
PSPCL, Patiala**

ANNEXURE-IV

Schedule of Prices

Sr. No.	Description	Qty (in Nos.)	Unit Rate (in Rs)	GST (in %)	GST (in Rs.)	Any other taxes/ duties (in %)	Any other taxes/ duties (in Rs.)	Total (in Rs.)
1.	Printing and supply of Note Book with 52 pages (size 21.5 x 27.2) single colour logo printing on all pages at 70 gsm paper with Title of 300 gsm art paper and both side printing with centre staple binding.	3620						
2.	Printing and supply of Technical Guide for JE/LM/ALM with 170 pages (size 21 x 27.6) single colour printing on all pages at 70 gsm paper with Title of 300 gsm art paper and both side printing with Perfect binding.	2450						
3.	Printing and supply of Technical Guide for JE (Sub Station SSA/ASSA) with	650						

142 pages (size 21 x 27.9) single colour printing on all pages at 70 gsm paper with Title of 300 gsm art paper and both side printing with Perfect binding.								
GROSS TOTAL								

Note:

1. L-1 bidder shall be decided on the basis of gross price and not on basis of individual items
2. The quantity may be increased or decreased also based upon the requirement.
2. Current rates of taxes and duties to be indicated in the specified column given above
3. Incomplete or partially quoted & conditional tenders shall be rejected.

The following certificate needs to be given along with the price bid:

- 1 Certified that I/We (M/S_____) have read and understood the terms and conditions of NIT and the tender specification including scope of work & I/We undertake to abide by the same.
- 2 Certified that I/We have quoted the above rates after fully satisfying myself /ourselves about the job involved and time frame in which the same has to be executed. All the statutory levies such as GST and any other charges have been included in the above rates.

Signature _____

Name _____

Designation _____

Seal of Company

Annexure-V
STATEMENT OF DEVIATIONS
(To be filled by tenderer)

Tenderer shall carefully state below any and all points in this proposal which are not in accordance with PSPCL's Technical Specification and the General Instructions: -

Sr. No.	Para no.	Technical Deviation, if any.
1. 2. contd...		
Sr. No.	Para no.	Commercial Deviation, if any.
1. 2. contd.		

We hereby certify that the above mentioned are the only deviations from Purchaser's aforesaid specifications and general conditions.

Dated.

Authorized Signatory:

Name:

Designation:

Address and Seal of the firm

Note: The tenderer is to clearly indicate any deviation in technical & general terms and conditions in this Annexure only. In case, the Technical Specification as well as General conditions of Tender Specifications are acceptable in totality, the word 'NIL' shall invariably be put in the above Columns. In case, nothing is mentioned here then it shall be presumed that there is no deviation in the offer and terms and conditions of the specifications are acceptable to the bidder in totality. **Any deviation found elsewhere in hard copy/soft copy but not explicitly mentioned/referred above will be ignored and no communication regarding the same shall be entertained later on.**