

**ANNEXURE-'A'**

Enquiry No. 1737 /Th.Op/O&M/PC-2615  
Dated: 24-12-2024  
Due on 23-01-2025

**SCHEDULE OF REQUIREMENT**

Sr. No.	GHTP Store Code	Description	Unit	Qty. Required
1	YY130557	T.G. Floor log Sheet Stage-I Each 100 sheets (Pakki Book binding) Both side printing. Sheet Size: 9" x 14"	No	10 Register (1000 Sheets) 100 Sheets per register
2	YY630507	Detail of Energy Received /Sent out at 220 KV Sub-Stn Each 100 sheets (Kachhi Book binding) One side printing. Sheet Size: 12"x7.75" Perforated	No	10 Register (1000 Sheets) 100 Sheets per Register
3	YY130542	220/66 KV Yard daily log sheet Each 100 sheets (Pakki Book binding) Both side printing. Size: 12" x 7.75"	No	12 Registers (1200 Sheets)
4	YY630506	220 KV Sub-stn Record register 100 sheets (Pakki Book binding) Both side printing. Sheet Size: 9"x14".	No	10 Registers (1000 Sheets) 100 Sheets per register
5	YY130516	P.T.W. Issue Register Each 100 sheets (Pakki Book binding) Both side printing Sheet Size: 12"x7.75"	No	23 Registers (2300 Sheets) 100 Sheets per register
6	YY131548	Generation Data Register. Stage-I 100 sheets (Pakki Book binding) Both side printing Size:9"x 14"	No	25 Register (2500 Sheets) 100 Sheets per register
7	YY130506	Shift Charge Engineer Diary 200 Sheets (Pakki Book binding) Both side printing. Sheet Size: 12" x 7.75"	No	19 Register (3800 Sheets) 200 Sheets per register
8	YY130639	6.6KV switchgear Unit Bus-2A daily site log sheet no.1 1 Each 100 sheets ((Pakki Book binding)Both side printing. Sheet Size: 12" x 7.75"	No	5 Register (500 Sheets)
9	YY130641	6.6KV switchgear Unit Bus-2B daily site log sheet no.11A Each 100 sheets ((Pakki Book binding) Stage-I Both side printing. Sheet Size: 12" x 7.75"	No	5 Register (500 Sheets)

10	YY130612	6.6KV switchgear Unit Bus-1C daily site log sheet no.10B Stage-I Each 100 sheets ((Pakki Book binding) Both side printing. Size: 12" x 7.75"	No	5 Register 500 Sheets
11	YY130543	E.S.P. Log Sheet Stage-I Each 100 sheets (Pakki Book binding) Both side printing Sheet Size:9"x14"	No	40 Register (4000 sheets)
12	YY130517	PTW Book Permit to work in triplicate Each 100 sheets x3 (Red, Yellow, White) (Pakki Book binding) One side printing. Sheet Size: 8" x 10"	No	214 Register (100x3 Sheets per Register)
13	YY130533	HO/TO of site Register Each 200 sheets (Pakki Book binding) Both side printing. Sheet Size: 12" x 7.75"	No	70 Register (14000 Sheets)200 Sheets per register
14	YY130561	Important Parameters Stage-I 100 sheets (Kachhi Book binding) Both side printing. Size: 12" x 15.5"	No	10 Pads (1000 Sheets) 100 Sheets per Pad
15	YY130642	DM Water Consumption sheet Each 100 sheets (Kachhi Book binding) One side printing. Size: 12" x 7.75"	No	5 Pads (500 Sheets) 100 Sheets per Pad
16	YY630518	B.F.P. log sheet Stage-II 50 sheets (Pakki Book binding) Both Side printing Size: 9"x14".	No	10 Register (1000 Sheets) 100 Sheets per Register
17	YY630516	Instrument/service air compressor log sheet St-II 50 sheets (Pakki Book binding). Both side printing. Size: 9"x14".	No	2 Register (100 Sheets per Reg.)
18	YY630519	E.S.P. log sheet Stage-II 50 sheets each (Pakki Book binding) Both side printing. Sheet Size: 9"x14".	No	28 Registers (2800 sheets)
19	YY630515	Seal Oil Stator water record log sheet Stage-II 50 sheets (Pakki Book binding) Both side printing. Sheet Size: 9"x14".	No	03 Register (300 Sheets) 100 Sheets per register
20	YY630526	Generation Data Register. Stage-II 100 sheets (Pakki Book binding)Both side printing Size:9"x 14"	No	15 Register (1500 Sheets) 100 Sheets per register
21	YY630528	Important Parameters Stage-II 100 sheets (Kacchi Book binding) One side Complete printing & other side half Printing. Sheet Size: 12" 15.5"	No	08 Pad (800 Sheets) 100 Sheets Per Pad
22	YY130588	Log Sheet & H.O/T.O of J.P.A(P) ST-I Each 100 sheets ((Pakki Book binding) Both side	No	24 Registers (2400 Sheets)

		printing. Sheet Size: 12" x 7.75"		100 Sheets per register
23	YY630535	Log Sheet & H.O/T.O of J.P.A(P) ST-II Each 100 sheets ((Pakki Book binding) Both side printing. Sheet Size: 12" x 7.75"	No	24 Registers (2400 Sheets) 100 Sheets per register
24	YY130617	H.O/T.O of J.P.A(CDR) Each 100 sheets ((Pakki Book binding) Both side printing. Sheet Size: 12" x 7.75"	No	18 Registers (1800 Sheets) 100 Sheets per register
25	YY130622	H.O/T.O of LA (DMP-II) Each 100 sheets ((Pakki Book binding) Both side printing. Sheet Size: 12" x 7.75"	No	24 Registers (2400 Sheets) 100 Sheets per register
26	YY130587	H.O/T.O of LA (DMP-I) Each 100 sheets ((Pakki Book binding) Both side printing. Sheet Size: 12" x 7.75"	No	24 Registers (2400 Sheets) 100 Sheets per register
27	YY130623	Log Sheet for water analysis (DMP-I) Each 100 Green sheets (Pakki Book binding) Both side printing. Size: 9" x 14"	No	12 Register (1200 Sheets) 100 Sheets per register
28	YY130546	Log Sheet for Water Analysis of Boiler System (Green Paper). Each 100 Green sheets (Pakki Book binding) Both side printing. Sheet Size: 7.75" x 12"	No	24 Registers (2400 Sheets) 100 Sheets per register
29	YY130646	H.O/T.O. of shift chemist Each 100 sheets ((Pakki Book binding) Both side printing. Sheet Size: 12" x 7.75"	No	08 Registers (800 Sheets) 100 Sheets per register
30	YY130586	Diary of Senior Chemist Each 100 sheets (Pakki Book binding) Both side printing. Size 12"x7.75"	No	30 Registers (3000 Sheets) 100 Sheets per register
31	YY130572	Daily Report of performance of Units Each 100 sheets (Kachhi Book binding) One side printing. Size: 12" x 7.75"	No	24 Pads (2400 Sheets) 100 sheets per pad
32	YY130585	Chemical Test Report (Liquid Chlorine) Each 100 sheets (Kachhi Book binding) one side printing. Sheet Size: 12" x 7.75"	No	08 Pads (800 Sheets) 100 Sheets per pad
33	YY130569	Coal Mill Fineness Analysis Report Each 100 sheets (Kachhi Book binding) one side printing. Sheet Size: 12" x 7.75"	No	15 Pads (1500 Sheets) 100 Sheets per register

34	YY130536	Proximate Analysis of coal samples Each 100 sheets (Pakki Book binding) both side printing. Sheet Size: 12" x 7.75"	No	06 Register (600 Sheets) 100 Sheets per register
35	YY130590	H.O./T.O of Coal Sampling Room Each 100 sheets (Pakki Book binding) Both side printing Size: 12"x7.75"	No	08 Registers (800 Sheets) 100 Sheets per register
36	YY130599	Wagon Entry Register 100 Sheets (Pakki Book binding) one side printing Size: 13"x 8.25"	No	10 Register (1000 Sheets) 100 Sheets per register
37	YY130647	RCF & Bottom Ash/ fly Ash Each 100 sheets (Pakki Book binding) Both side printing. Size: 9" x 14"	No	08 Register (800 Sheets) 100 Sheets per register
38	YY130731	Bio Mass Pellet Analysis Register Size: 11.5"x8.5" Both side printing.	No	10 Register (1000 Sheets) 100 Sheets per register
39	YY130649	Charge HO/TO Registers Fire & Safety Cell 200 sheets (Pakki Book binding) Both side printing. Sheet Size: 12" x 7.75"	No	10 Registers (500 Sheets) 50 Sheets per register
40	YY130607	Fire call Register sheets (Pakki Book binding) Both side printing.	No	05 Registers (450 Sheets) 90 Sheets per register

**Note:-**

- A) The firms will supply a proof (Hard copy) of each log sheet/Register before printing the final lot.
- B) The firms will print the following information on each page of the Log sheets/register
1. Chain page (Page number) on right side of each page.
  2. Logo of PSPCL on left side of each page.
  3. PUNJAB STATE POWER CORPORATION, GHTP, Lehra Mohabbat on the top of each page.
  4. Mention stage wise MW at the top middle of each page i.e. stage -I (2x210MW) & stage-II (2x250 MW).

Notes:-1. (i) The firm must have **GST Registration number & PAN No.** and same should be provided while quoting the rates. If the firm is registered under 'Composite Levies' then the same should be clearly mentioned in the quotation.

(ii) The firm must provide HSN Code in price schedule Performa in Annexure 'C'.

(iii) Bidder have to submit the documentary evidence (Latest copy of memorandum of Micro Small & Medium Enterprises field under section-8 of MSMED Act, 2006 duly acknowledged by competent authority) of being a Micro, Small &

Medium Enterprise, If the bidder does not submit the proof at the time of submission of its bid, it shall be considered as a Large Enterprise.

(iv) Tax Rate as provided in quotation shall be final.


(v) Any change in GST Rate after the submission of quotation and before the supply (with in delivery period) will be in PSPCL account. However no extra payment on account of increase in GST Rate after the delivery period or supply of material will be made whichever is earlier.

(vi) Due to misclassification of HSN code increase in tax will be in supplier account. However due to misclassification of HSN code decrease in tax will be refunded to the PSPCL.

2. Negotiations, if at all required, shall be held only with the lowest tenderer.
3. Rates should be quoted by the suppliers in their quotations both in figures as well as in words as per Annexure-'C'.
4. Attached price break up schedule must be filled and prices must be type written.
5. **For Tendering value less than Rs. 5 lac EMD will not be applicable. Tendering value Rs. 5 Lac and above EMD @2% of the Tender value rounding to the multiple of Rs.10/- on higher side subject to minimum of Rs.10,000/- and maximum of Rs. 20 Lac.**  
**Note:- Tender value is to considered including all taxes and other charges. EMD will be applicable on Standardized Firms also.**
6. **SECURITY DEPOSIT-** The successful Tenderers shall be required to submit Security deposit for faithful execution of the purchase order/Contract of value exceeding Rs. 1,00,000/- at the rate of three percent (3%) of ordered value rounded off to a multiple of Rs. 10/- on the higher side. Tenderers exempted from EMD up to Rs. 5.0 Lac will have to submit security deposit for Purchase Orders valued above 1.0 Lac.  
**Note:- As security deposit will not be applicable on supply of proprietary items and firms supplying material under DGS& D rate contract. Security deposit will be applicable on Standardized Firms also.**
7. **The payment will be made through RTGS system of digital payments only instead of Cheque/DD. The firm must submit Bank A/c details with the quotation.**
8. **Your quotation must be valid for at least 120 days from the date of opening.**
9. Hand written/conditional quotation shall not be accepted.
10. All other terms and conditions of Annexure-B (attached) and PSEB/PSPCL Purchase Regulations, 2017, amended upto date, shall be applicable.
11. The firm should not be blacklisted by PSEB/PSPCL or any other Govt. Deptts./ Organizations.
12. Quantity mentioned in schedule of requirement can be divided and ordered on more than one supplier.
13. **The quotation/tender may be submitted either in person or through registered post but not through courier as courier service is not available at GHTP, Lehra Mohabbat.**
14. **"TDS u/s 194Q of Income Tax Act shall be deducted, as applicable."**

**IMPORTANT NOTE:-**

**EMD IS PAYABLE THROUGH CASH RECEIPT OR THROUGH DEMAND DRAFT PAYABLE AT LEHRA MOHABBAT/RAMPURA PHUL IN FAVOUR OF AO/O&M,GHTP, LEHRA MOHABBAT .**

  
Dy. Chief Engineer/HQ,  
For Chief Engineer/O&M,  
GHTP, Lehra Mohabbat.