

No. GA-15020/2/2017-GA
Government of India
Ministry of Minority Affairs

11th Floor, Pt. Deendayal
Antyodaya Bhawan,
C.G.O. Complex, Lodhi Road,
New Delhi.

Dated: 01 / 08 / 2017

To

As per list, attached.

Subject:- Quotation for Annual Contract for making of Rubber Stamps, Self Inking Stamps, Name plates, Boards and Banners etc. in the Ministry of Minority Affairs.

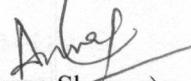
Sir,

Ministry of Minority Affairs is inviting sealed quotations for making of rubber Stamps, Self Inking Stamps, Nameplates, Boards and Banners etc. in the Ministry of Minority Affairs for one year from the date of awarding the contract on the terms and conditions mentioned here under.

Tender No: GA-15020/2/2017-GA DATED:01/08/2017	
Published Date	01.08.2017
Bid Document Download Start Date	01.08.2017
Clarification Start Date	03.08.2017
Clarification End Date	04.08.2017
Bid Submission Start Date (offline)	02.08.2017
Bid Submission End Date (offline)	22.08.2017
Date of Technical Bid Opening (offline)	22.08.2017 at 4:00PM

2. The envelope containing the both Technical & Financial bids should be addressed to the undersigned separately and should be superscripted "QUOTATION FOR MAKING OF RUBBER STAMPS, SELF INKING STAMPS, NAME PLATES, BOARDS AND BANNERS ETC" and dropped in the Tender box of the Ministry of Minority Affairs kept at ground floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi road, New Delhi **not later than 3:00 p.m on 22/8/2017**. The quotation shall be opened on the same day at 4:00 P.M in Room No. 1151, 11th Floor, Pt. Deendayal Antyodaya Bhawan. You or yours representative may be present at the time of opening of quotations, if you so desire.

Yours faithfully,


(Anurag Sharma)

Under Secretary to the Govt. of India

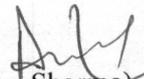
Copy to: NIC for uploading on the website of the Ministry

The terms & conditions of tender/scope of work are given below:

1. Tender Fee: Tender Fee of Rs.100/- (Non Refundable) in the form of DD/ Pay Order drawn in the favour of "DDO, Ministry of Minority Affairs, New Delhi" should be submitted along with the bids. Bids submitted without Tender Fee will stand rejected. Tender Fee will not be accepted in form of cash/cheque/FDR/BG or any other form except DD and Pay Order.
2. An EMD amount of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft payable at Delhi in the name of "DDO, MoMA" is to be enclosed with the tender.
3. The period of Contract shall be for one year from the date of awarding the contract unless extended by the Ministry of Minority Affairs. The same can be extended depending upon the satisfactory service provided by the firm.
4. The successful tenderer will have to deposit a sum of Rs. 10,000/-(Rupees Ten Thousand only) in the form of Demand Draft payable at Delhi in the name of "DDO, MoMA" as **security money**.
5. The items as above have to supply in the office premises at Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi.
6. No advance payment will be made in any case.
7. It will be the responsibility of the contractor to report to the Section Officer (Genl.) on all working days for collecting orders.
8. If the work of the contractor is found unsatisfactory or his visits to the office are not regular, the contract can be terminated by this Ministry at any time without assigning any reasons. The decision of the Ministry shall be final and binding on the contractor. The Ministry also reserves the right to reject any quotation in full or in part without assigning any reasons whatsoever with the notice period of 30 days.
9. A copy of registration Number may be enclosed if the bidder is having registered in MSME.
10. The firm should be having annual turnover worth Rs.5 lakh. Copy of Balance Sheet/Profit & Loss Statement duly certified by CA to be enclosed.
11. **PENALTY:-**If the firm fails to fulfill the request of the Ministry within stipulated time/ hours, the penalty shall be levied @ 2% of total bill amount of that month. A part from the penalty levied as stated above, this will also entail termination of the contract.
12. **CONCILIATION/ARBITRATION:** If any dispute (s) or difference (s) of any kind whatsoever arise between the parties (MoMA and Contractor), the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director (Admin), MoMA. In the event, no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by Jt. Secretary (A), MoMA.

13. Notwithstanding the existence or any dispute or difference and/or reference for the arbitration, the contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and payment due to the contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
14. This office reserves the right to reject any or all the quotations without assigning any reason thereof.
15. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms & conditions of the tender.
16. Interested parties having at least **three years experience of Govt. Organisations** with transaction of more than Rs.2 lakhs with each organization in Delhi/NCR may participate in the tender mentioning particulars on their letter heads.
17. MoMA reserves the right to cancel the contract at any point of time without assigning any reason whatsoever with the notice period of 30 days

Yours faithfully,


(Anurag Sharma)

Under Secretary to the Govt. of India

PROFORMA OF TECHNICAL BID

- 1) Tenderer/Contractor's Name:
- 2) Tenderer/Contractor's Address with Telephone, Fax and E-mail:
- 3) PAN of the tenderer/Contractor (Attach copy):
- 4) Registration No. of the tenderer/contractor (VAT No., Service Tax No. and GST) (Attach copy):
- 5) In case the party is registered with Ministry of MSME/ its authorized agencies, Copy of registration certificate :
- 6) EMD Details: DD No: _____, Dated: ____ / ____ /2017,
issued by Bank : _____ Amount R s.10000/-

7) Details of experience:

S.No.	Name & Address of Govt. Organization	Estimated Annual Bussiness

(Signature of Owner/Authorized
Representative)

NAME OF THE AGENCY WITH SEAL

ANNEXURE-2

PROFORMA OF FINANCIAL BID

The interested firms may furnish the rates of the following items:-

S.No	Details of work	Qty	Rate (Rs.)
(A) Rubber stamp			
1.	Rate for first line (English)	01	
2.	Rate for additional line (English)	01	
3.	Rate for first line (Hindi)	01	
4.	Rate for additional line (Hindi)	01	
5.	Self inking stamp Ordinary size (6 lines)	01	
6.	Self inking stamp Big size (More than 6 lines)	01	
7.	Revolving date stamp complete with office rubber stamp fixed on it including 31 days , 12 month and 10 years	01	
8.	Signature rubber stamps	01	
9.	Name Plate (Plastic) 12"x4" / 12"x 6" carved with name etc.	01	
10.	Name Plate (Plastic) 12"x8" / 12"x10" carved with name etc.	01	
11.	Plastic Sheet 6 mm / Wooden sheet	01	
(B) Brass Letters			
12.	Brass letter 1" or 1 ½" (English)	01	
13.	Brass letter 1" or 1 ½" (Hindi)	01	
14.	Brass letter 2" or 2½" (English)	01	
15.	Brass letter 2" or 2½" (Hindi)	01	
16.	Brass letter 3" or 3 ½" (English)	01	
17.	Brass letter 3" or 3 ½" (Hindi)	01	
18.	Brass letter 4" or 4 ½" (English)	01	
19.	Brass letter 4" or 4 ½" (Hindi)	01	
20.	Brass letter 5" or 5 ½" (English)	01	
21.	Brass letter 5" or 5 ½" (Hindi)	01	
22.	Brass letter 6" or 6 ½" (English)	01	
23.	Brass letter 6" or 6 ½" (Hindi)	01	
24.	Brass Seal	01	
25.	Polishing of Brass plates	01	
26.	Acrylic sheet – 5mm (for fixing of brass sheet) per inch		
27.	Acrylic sheet frame slider		
28.	Metal Board painting & writing	01	
29.	Banner- Satin cloth /Flex	01	
30.	Banner-Paper	01	
31.	Fixing of alphabets (Hindi & English)	01	
32.	Computerized Stamps (six /four line)	01	
33.	Dater self inking stamp	01	

Rates should be filled including all taxes

(Signature of Owner/Authorized
Representative)