

D-14019/2/2016-Genl.

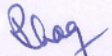
भारत सरकार /Government of India
कारपोरेट कार्य मंत्रालय /Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhavan
Dr. Rajendra Prasad Road
New Delhi-110 001
Dated the April 29, 2016

NOTICE INVITING TENDER

Ministry of Corporate Affairs invites sealed quotation for annual rate contract from amongst the reputed/experienced firms for various jobs of making of Rubber Stamps, Self-inking (computerised) Stamps, Name Plate, Banner etc. The initial contract would be for one year which can be extended for further three year on satisfactory performance and willingness of the firm. The detail of the Job, terms and condition and the performa for application are annexed (Annexure 'A' 'B' & 'C') respectively.

2. Interested parties may send their sealed quotations alongwith EMD of Rs. 5000/- (Rupees five thousand only) drawn in favour of DDO, Ministry of Corporate Affairs, New Delhi, superscripted as "Tender for Annual Rate Contract for making of Rubber Stamps, Self inking (Computerised) Stamp, Name Plate, Banner etc." addressed to Under Secretary (Admn.) Room No. 526-A, 5th Floor, Shastri Bhawan, New Delhi or drop it in the Tender Box placed at the R & I (Facilitation Center) Ministry of Corporate Affairs near Gate No. 03 of Shastri Bhawan, New Delhi or can be deposited in General Section (Room No. 511-B), by 11:00 AM on or before **16th May 2016**. The tender will be opened on the same day at 4.00 PM. The authorized representatives who intend to attend the tender opening are to bring letter of authorization from the corresponding tenderers.
3. The interested parties are required to submit quotation in enclosed performa (Annexure - A).
4. The terms and condition of contract is enclosed at Annexure – B.
5. Unrealistic rates quoted by the vendor if proved unjustified would be rejected even if it is lowest rate.
6. The Department reserves the right to reject/accept any or all the quotations without assigning any reason therefore.


(Riazul Haque)
Under Secretary to the Govt. of India
Phone No.- 23381349

Copy to:-

1. E-Gov. with the request to upload the above information on Ministry's web site.

Annexure – A

Sl.No.	Items/Description	Rate (in Rs.)
A	Rubber Stamp	
1	English/Hindi per line	
2	Revolving Date Stamp	
3	Numbering Machine with date	
4	Brass seals	
5	Signature stamp	
6	Circular Stamp	
7	Circular Stamp (with border around)	
B	Self –inking (computerized)	
1	English/Hindi per line	
2	Bilingual per line	
3	Rubber Stamp	
4	Dura Stamps	
C	Ink refill for Dura stamps	
D	Ink refill for self- inking rubber stamps	
E	Computerized nylon self-inking stamps	
F	Name Plate	
1	Name Plate Plastic (2mm to 3mm)	
2	Rate of Black Plastic Sheet Used in Brass Name Plates (4mm to 6mm) per sq. Inch	
3	Venyle Name Plate (per sq. Inch)	
I	Name Plate (Brass letter with plate)	
1	English Letter – 1 inch	
2	English Letter – 1.5 inch	
3	English Letter – 2 inch	
4	Hindi Letter – 1 inch	
5	Hindi Letter – 1.5 inch	
6	Hindi Letter – 2 inch	
J	Polishing Old Brass Name Plates per plate	
K	BANNERS	
1	Cloth Banners (per Sq. Feet)	
2	Plastic Banners (per Sq. Feet)	

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Annexure – B

Terms and Conditions for award for making Rubber Stamps, Self inking (Computerised) Stamps, Name Plate, Banners etc. to the Ministry of Corporate Affairs, Shastri Bhawan, New Delhi.

1. The tenderer should be a reputed supplier having sufficient experience in Government Offices and expertise in the relevant field. Supporting documents for the similar work experience in Govt. offices/PSUs and other organizations for the last two years.
2. The tenderer should have a well established office, located within a radius of 5 kms. From Shastri Bhawan and a person should be available on all working days between 9.00 a.m. to 5.30 p.m.
3. The tenderer should provide the name and his telephone/mobile number of person, who can be contacted at any time, even beyond office hours and on holidays. The tenderer should be capable to and arrange the supply of ordered items, even at short notice.
4. The office will have the authority to place order for supply of items beyond office hours and on holiday, for which, no additional payment will be made.
5. No separate charges shall be paid for delivery of goods to the premises of Ministry of Corporate Affairs, Shastri Bhawan.
6. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
7. The rate should be quoted in order of articles mentioned in annexure – A to this tender notice and submitted along with a Draft of Rs. 5000/- (Rupees Five Thousand only) drawn in favour of DDO, Ministry of Corporate Affairs, New Delhi as EMD. The EMD will be returned after finalization of the contract. Any tender that is received without the EMD money will be rejected outright. EMD will be forfeited, in case any firm desires to withdraw their bid after receiving in the Ministry.
8. Tenders incomplete in any form or received unsealed are liable to be rejected outright and in toto. Terms and conditions that any tenderer wishes to specify should be clearly stated.
9. This Ministry will have full authority to reject any/all offers without any reason thereof. Any enquiry after submission of the quotation will not be entertained.



10. The time limit given to the contractor by the Ministry must be adhered to invariably, in all jobs, irrespective of the quantity ordered.
11. The Ministry reserves the right to terminate the contract at any point of time if the services are not found to be satisfactory. The decision of the competent authority of the Ministry will be final in this regard.
12. The successful contractor has to replace and make good any damaged or defective work at free of the const within reasonable time as decided by the Ministry.
13. A copy of TIN No., Service Tax No. And PAN No. may also be enclosed with the tender.
14. The successful tenderer will have to deposit an FD amounting to Rs. 10,000/- (Rupees Ten Thousand only) as performance security Hypothecated in favour of DDO, Ministry of Corporate Affairs. The performance security will be returned after successful expiry of contract. The Ministry will not pay any kind of interest for the said period. The performance security of Rs. 10,000/- will be withheld if the company do not provide satisfactory service and the decision of the Department will be final in this regard.

Day

Check List and the order in which the documents are to be submitted.

Please check whether all the below mentioned documents have been supplied for participating in the tender. The documents are to be submitted in descending order.

Sl.No.	Check List	Please Tick ()
1.	Tender Document- all pages signed and stamped	
2.	EMD in form of Demand Draft for Rs. 5000/-	
3.	PAN Number/TIN Number/Service Tax Number	
4.	Telephone Numbers	
5.	Supporting document for the similar work experience in this field for the last two years.	

2. Bidders to ensure that all pages have been stamped and signed by the authorized person.
3. That all the pages have been numbered.
4. That all the documents are legible (clearly readable).

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