

संख्या D-19021/1/2010-Genl.  
भारत सरकार/Government of India  
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय  
Ministry of Statistics and Programme Implementation  
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सरदार पटेल भवन/ Sardar Patel Bhavan  
संसद मार्ग, नई दिल्ली/Sansad Marg, New Delhi,  
दिनांक/Date : 15/02/2021

**निविदाएं आमंत्रित करने हेतु नोटिस/NOTICE INVITING TENDERS**

**Subject: - Preparation of Name Plates, Self-inking stamps, Banners etc. in this Ministry under Annual Rate Contract - regarding.**

Sealed Tenders from interested firms are invited for awarding contracts for one year for preparation of Name Plates, Self-inking Stamps and Rubber Stamps, Banners etc. in this Ministry.

2. The Tender may be delivered to the Section Officer (General Section), Room No.426-E, 4<sup>th</sup> floor, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi-110001. The last date of submission of bid is **08/03/2021 at 12.00 PM**. The bids will be opened at **04.00 PM** on the same day in the presence of Tender Evaluation Committee of this Ministry and the representatives of the firms may be present, if so desire.

3. Detailed information/terms and conditions for the purpose can either be obtained from Section Officer (General Section), Room No.426-E, 4<sup>th</sup> floor, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi-110001 (Ph. No.011-23747927) or may be downloaded from the official website of this Ministry i.e. <http://www.mospi.nic.in> and CPP Portal.



**(Shiv Balak Verma)**

Deputy Director (Genl. Admin)

Tel. No. 23747927

To,

- i. Director, DIID (erstwhile Computer Centre), MoSPI, R.K. Puram, New Delhi for posting the Tender Notice on the website of this Ministry under intimation to this Office.
- ii. Chairman, TEC, MoSPI – for information.

### Detailed Terms & Conditions

1. In terms of Department of Expenditure's O.M. No.F.9/4/2020-PPD dated 12.11.2020, all the bidders will be required to submit Bid Security Declaration in terms of above mentioned O.M. as per **Annexure-III**.
2. Selected firm is required to submit "Performance Security" of **Rs.6,000/-** (Rupees Six Thousand Only) in the form of Demand Draft/Security Deposit/Bank Guarantee @ 3% of the Bid value of Rs.2,00,000/- in terms of Department of Expenditure's O.M. No.9/4/2020-PPD dated 12.11.2020 in favour of Pay & Account Officers, Ministry of Statistics & Programme Implementation from any scheduled commercial bank within 7 days of award of the contract failing of which the contract shall be awarded to the next lowest bidder and bid security shall be forfeited. Performance Security should be valid for a period of three months beyond the all contractual obligations period. In case of extension of the contract, the Performance Security is required to be extended accordingly. The performance security deposit will be returned after satisfactory completion of the contract period.
3. The schedule of requirement has been indicated in **Annexure-I**. The firms are requested to keep in mind the economy of scale while quoting for the same. Quoting rates for each item will be mandatory failing which the bid of the bidder will be rejected summarily. **The contract may be awarded to the bidder who has quoted the lowest rate in the most of items. However, if there arises a situation when two or more bidders emerge as L-1 bidders, the decision of the competent authority of this Ministry would be final in this regard.**
4. The firm will liable to deliver and install the items in the offices of the Ministry, wherever required, presently located at Sardar Patel Bhavan, Sansad Marg, New Delhi, East Block & West Block, R.K. Puram and Pushpa Bhawan, New Delhi and in any other buildings in future in Delhi on its own cost.
5. It will be responsibility of the Contractor to depute a good skilled person to the Ministry of Statistics & Programme Implementation for doing day to day work. If the person from the firm does not come to attend the job and the firms fails to provide the service within the stipulated time frame given by the Ministry, the work will be done from elsewhere and by any other person or from any other source than the contractor, in such case/cases, the amount of cost, if any, shall be paid by the firm or shall be managed from the bills of the firm or from the performance security deposit of the firm.
6. The firm should have 3 years' experience in the field i.e. financial year 2017-18, 2018-19 and 2019-20. The firm should also submit copies of work contract certificate for three years working experience in Government Offices.



7. The firm should indicate all the relevant data mentioned in Technical specification as per **Annexure-II** (legible self-attested photocopies to be enclosed).
8. The contract will include one visit on each working day by a responsible person for collecting the job.
9. No advance payment will be made. The approved contractor shall submit bill on completion of the entire job assigned to him/her.
10. The contract can be terminated by this Ministry at any time without assigning any reason, if the work of the Contractor is found unsatisfactory. In this connection, the decision of the Ministry shall be final and binding on the contractor. No payment will be made for the remaining period of service contract from the date of the termination of the contract.
11. This Ministry has the right to forfeit the Security Deposit in full or in part in the event of failure on the part of contractor to fulfill the terms and condition of the contract.
12. The job assigned to the firm should be completed within 2-3 days maximum. However, urgent nature work should be completed within the time frame given by the Ministry.
13. The price quoted for items will be excluding of GST including delivery of items and its installation as and where required in the offices of this Ministry located at various locations. However, at the time of submission of invoice applicable GST may be charged by the firm mentioning GST No. thereof.
14. The Income Tax and Education Cess, etc. as per Government orders will be deducted on every bill submitted by the Contractor.
15. The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, Ministry of Statistics & Programme Implementation, New Delhi. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under **Arbitration and Conciliation Act, 1996**. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.
16. **The contract shall be awarded to the selected bidder(s) on fixed rates for one year. However, the contract may be extended on year to year basis on the same rates and terms & conditions, if mutually agreed by both the parties.**

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Schedule of requirement

(Rates in ₹ excluding GST)

Sl. No.	Name of Items	Rates in ₹	
1	Brass Letter	<b>Size/Per letter (English)</b>	
		1"	
		1.5"	
		2"	
		3"	
		4"	
		5"	
		<b>Size/Per letter (Hindi)</b>	
		1"	
		1.5"	
		2"	
		3"	
		4"	
		5"	
2	Base of Brass letter	<b>Per Sq. inch</b>	
		Acrylic sheet black (5mm) good quality	
		Wooden (8mm) good quality	
3	Sign Board/Display Board	<b>Per sq. feet</b>	
		Wooden	
		Iron	
4	Sign Board/Display Board Stand	<b>Per sq. feet</b>	
		Wooden	
		Iron	
5	Name/Incumbency Board	wooden ( <b>per sq feet</b> )	
6	Sticker name and date for Name/Incumbency Board	<b>(per letter/number)</b>	
7	Brass Emblem ( <b>per pcs</b> )	2"	
		3"	
		4"	
		5"	
		6"	



8	Table molding plate	Per sq. inch	
9	Plastic engraving plate	Per sq. inch	
10	Brass engraving plate	Per sq. inch	
11	Steel engraving plate	Per sq. inch	
12	Brass seals with handle	Per pcs.	
13	Computerized rubber stamp	Per Line	
14	Computerized round stamp	1"	
		2"	
15	Date stamp	Per Pcs.	
16	Computerized stamp with date	Per Pcs.	
17	Banners	<b>Per sq. feet</b>	
		Cotton	
		Flex	
18	Pre-inking Pharma Stamp	Small (per pcs)	
		Big (per pcs)	
19	Computerized self-inking stamp	Small (per pcs)	
		Medium (per pcs)	
		Big (Per pcs)	
20	Polishing of brass letters	Per letter	

**PROFORMA FOR TECHNICAL SPECIFICATION**

Sl. No.	Particulars	To be filled by the Tenderer
1	Name of the Firm	
2	Address of the Firm with office telephone, FAX No./email ID and Name of the contact person.	
3	PAN Number (copies to be enclosed)	
4	GSTIN Number (copies to be enclosed)	
5	Length of experience in the field (in year) in attending to such works in Govt. deptt./offices (copies of the same may be enclosed)	
6	Details of EMD declaration, whether submitted as per Annexure-III (Yes/No)	
7	Whether the attached terms and condition of the Tender Notice is acceptable (Yes/No)	
8	Whether the firm is blacklisted by any Govt. offices or any criminal case is registered against the firm or its owner/partners anywhere in India (If No, an undertaking to this effect is to be attached in this regard).	
9.	Whether the firm has quoted rates for each item (Yes/No)	
10.	Whether the firm has experience for last 3 Financial years i.e. 2017-18; 2018-2019 and 2019-20 (Yes/No)	
11.	If yes, in Sl. No.10 above, whether submitted proof (Yes/No)	

(Signature with official seal of the authorized person)

Name in Full:



**Annexure III**

**BID SECURITY DECLARATION**

**(must be submitted on a ₹ 50 denomination Non-Judiciary stamp paper duly signed and stamped by the firm/ agency)**

With reference to the Tender Notice no. **D-19021/01/2010-Genl.**, dated ..... of Ministry of Statistics and Programme Implementation for **'Preparation of Name plates, Rubber Stamps etc.'**;

I/We, the undersigned, declare that:

We understand that, according to the conditions of MoSPI, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with your Ministry for the period of time of 01 (one) year, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of bid validity etc. specified in the Tender Notice; or
- (b) fail or refuse to execute the Contract, if required, or
- (c) fail or refuse to furnish the Performance Security as demanded in the tender document/ notice.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder.

**Signed:** *[insert signature of person whose name and capacity are shown]*

**In the capacity of** *[insert legal capacity of person signing the Bid-Securing Declaration]*

**Name:** *[insert complete name of person signing the Bid-Securing Declaration]*

**Duly authorized to sign the bid for and on behalf of:** *[insert complete name of Bidder/ firm/ agency]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Seal

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

**SWORN TO BEFORE ME  
ATTESTED BY THE NOTARY**

