

No.D-19021/1/2010-Genl.
Government of India
Ministry of Statistics & P.I.

Sardar Patel Bhavan, Sansad Marg,
New Delhi, Dated: 07/04/2015.

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. Sealed tenders as per the enclosed proforma as per Annexure I should be submitted to the undersigned latest by 03:00 PM on 28/04/2015 at the address **"Under Secretary to the Govt. of India, Ministry of Statistics & Programme Implementation, Room No. 201, Sardar Patel Bhavan, Sansad Marg, New Delhi-110001."** The words Tenders for the Name Plate/Self inking stamps/Rubber Stamps" may be super scribed on the envelope. The quotations will be opened at 03:30 PM on the same day and the representative of the firm may be present, if so desire.

3. The tenders must accompany a Demand Draft/Pay Order of **Rs.5000/-** (Rupees five Thousand only) in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. The Earnest Money of unsuccessful Tenderers will be returned after finalization of Tenders. The successful Tenderer will be required to deposit another **Rs.5000/-** (Rupees Five Thousand Only), in total of **Rs.10,000/-** (Rupees Ten Thousand only), as Performance Security, which will be returned without any interest after satisfactory completion of the contract period.

4. Detailed information/terms and conditions for the purpose can either be obtained from Under Secretary to the Govt. of India, **Room No. 201**, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi (Ph. No. 011-23747929) or may be downloaded from the official website of this Ministry i.e. <http://www.mospi.nic.in>.



(Sunder Singh)

Under Secretary to the Government of India
Tel. No. 23747929

Copy to:


The Director, Computer Centre for posting the Tender Notice on the website of this Ministry under intimation to this Office.

Terms & Conditions for making Rubber Stamps, Name Plates, Banners etc. for the use in the Ministry of Statistics & Programme Implementation.

1. The firm shall be required to furnish Earnest Money Deposit (EMD) amounting to **Rs.5000/-** (Rupees Five Thousand Only) in the form of ^{of} DD/Pay order in favour of Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi along with the quotation. The successful Tenderer will be required to deposit another **Rs.5000/-** (Rupees Five Thousand Only), in total of **Rs.10,000/-** (Rupees Ten Thousand Only) as Performance Security. The EMD will be refunded to the unsuccessful tenderer after the completion of the contract.
2. 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. Different firms may be given different items depending upon **L-1** quotation.
3. The work is to be carried out in the premises of the Ministry located at Sardar Patel Bhawan, Sansad Marg, New Delhi, Jeevan Prakash Building, K.G. Marg, New Delhi and West Block, R.K. Puram, New Delhi.
4. It will be ^{the} responsibility of the Contractor to depute a good skilled person to the Ministry of Statistics & P.I. for doing day to day work. If the person from the firm does not come to attend the job, the work will be got done by the Ministry from other sources and the cost will be recovered from the Security Deposit.
5. The firm should have 3 years' experience in the field. The firm should also submit copies of work contract certificate for three years working experience in Government Offices.
6. The firm should indicate all the relevant data mentioned in Technical specification as per **Annexure II** (legible self-attested photocopies to be enclosed).
7. The contract will include one visit on each working day by a responsible person for collecting the job.
8. No advance payment will be made. The approved contractor shall submit his bill (in triplicate) on completion of the entire job assigned to him.
9. 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.
10. This Ministry has the right to forfeit the EMD in full or in part in the event of failure on the part of contractor to fulfill the terms and conditions of the contract.


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11. The job assigned to the firm should be completed within 2-3 days maximum. However, urgent nature work should be completed within 24 hours of its assignment or as and when needed.
12. If it is desired that VAT on parts is to be borne by the Government, then it should be specifically mentioned in the Tender. Otherwise, it will be presumed that the price quoted for parts is inclusive of all taxes including VAT.
13. The Income Tax and Education Cess, as per Government orders will be deducted on every bill submitted by the Contractor.
14. 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.


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Proforma for Furnishing Rates

Date of Opening Tender: 28/04/15 Timing: 3:30 PM

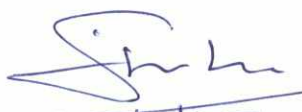
Sl. No.	Name of Items	Size/Per Pcs.	Rate per letter (English)	Rate per letter (Hindi)
1	Brass Letter	1"	Rs.	Rs.
		1.5"	Rs.	Rs.
		2"	Rs.	Rs.
		3"	Rs.	Rs.
		4"	Rs.	Rs.
		5"	Rs.	Rs.
		Base of brass letter	Per Sq.inch/Ft.	Plastic Base
		Per Sq.inch/Ft.	Wooden Base	Rs.
2	Thermocol Letter	3"	Rs.	Rs.
		4"	Rs.	Rs.
		5"	Rs.	Rs.
		6"	Rs.	Rs.
3	Structural Back Base Thermocol Banner	Per Sq.inch/Ft.	Rs.	Rs.
		Per Sq.inch/Ft.	Rs.	Rs.
4	Sign Board/Display Board	Per Sq.inch/Ft.	Rs.	Rs.
		Per Sq.inch/Ft.	Rs.	Rs.
		Per Sq.inch/Ft.	Rs.	Rs.
5	Sign Board/Display Board Stand	Per Sq.Ft.	Rs.	Rs.
		Per Sq.Ft.	Rs.	Rs.
6	Table Molding Plates	Per Sq.inch.	Rs.	Rs.
7	Plastic Engraving Plate.	Per Sq.inch.	Rs.	Rs.
8	Brass Engraving Plate	Per Sq.inch.	Rs.	Rs.
9	Brass Seals with handle	Per Pcs.	Rs.	Rs.
10	Computerised Rubber Stamp	Per Line.	Rs.	Rs.
11	Computerised Self ink Stamp	Per Pcs.	Rs.	Rs.
12	Computerised Round Stamp	1"	Rs.	Rs.
		Diagram(each)		
		2"	Rs.	Rs.
		Diagram(each)		
13	Date Stamp	Per Pcs.	Rs.	Rs.
14	Computerised Stamp with Date	Per Pcs.	Rs.	Rs.
15	Banners	Per Mt. Cotton	Rs.	Rs.
		Per Mt. Cotton	Rs.	Rs.
16	Preinking Pharma Stamp	Size:	Rs.	Rs.
		Size:	Rs.	Rs.
17	Computer Self-inking(Medium)	Per Pcs.	Rs.	Rs.

Signature with Stamp:

Name of Firm:

Address:

Tel. No.:




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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	TIN 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 1) Amount 2) Draft No. 3) Date 4) Issuing Bank	
7	Whether the attached terms and conditions 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).	

(Signature with official seal of the authorized person)

Name in Full:



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