

F.No.19-01/2015-S&S
Government of India
Ministry of Human Resource Development
(Department of Higher Education)

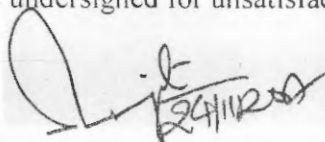
New Delhi dated

November, 2017

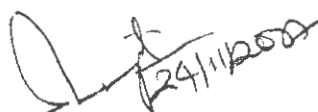
Subject: Quotation for supply of Rubber Stamps for the Ministry of Human Resource Development, Department of Higher Education and Department of School Education & Literacy – regarding.

Sealed quotations are invited for supply of rubber stamps as detailed in the Annexure for use in the Ministry of Human Resource Development. Estimated cost for the job is Rs.1,90,000/- for a period of one year.

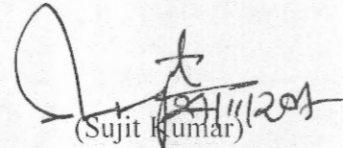
2. The Tenders and supply of the articles will be governed by the following terms and conditions:
3. The bidders must have 2 years experience for supply of rubber stamps in Government Offices/PSU and other similar organizations. Necessary supporting documents to this effect must be enclosed with the quotation. Copies of the work orders from at least 3 Ministries for the last 2 years should be enclosed. The firms are required to furnish their complete address and telephone numbers along with PAN/GST registration certificate etc.
4. A firm blacklisted by any Government/State Government Office will not be eligible to participate in this tender. In case any such firm obtains contract by hiding the facts and it comes to the notice of Department later contract will be cancelled immediately and Security will be forfeited;
5. The bid document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained;
6. Bidder will not be allowed to withdraw his offer. EMD shall be forfeited at the risk of bidder, if the bidder fails to honour the contract;
7. The supply orders will be placed as and when required, irrespective of the quantity ordered and the successful supplier will have to meet all the requirements of the Ministry of HRD immediately on receipt of the orders/verbal instructions and in any case with a maximum period of 3 days of a week from the date of the supply orders/verbal instructions unless otherwise specified. The items to be supplied to the Ministry shall be of standard quality. However, the rubber stamps of urgent nature shall have to be provided on the same day without fail.
8. One representative of the firm will have to visit the Ministry thrice a week as per Ministry's requirement. In case of urgency, representative of the firm will be required to report to the Section/Officer concerned as per Ministry's instructions.
9. The taxes charged, if any, in addition to the rates quoted should be specifically mentioned, otherwise it will be presumed that the rates quoted are inclusive of all taxes.
10. The rates quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten. The rates should be inclusive of transportation charges.
11. The rates quoted shall remain in force for a period of one year from the date of their acceptance unless curtailed otherwise by the undersigned for unsatisfactory performance.


24/11/2017

12. The Ministry reserves the right to impose any other conditions for regulating the contract.
13. In case the successful bidder found in breach of any condition(s)/tender at any stage, necessary action shall be initiated against the agency concerned. In that case, Earnest Money Deposit/Performance Security shall be forfeited.
14. The tender of the tenderer who does not fulfil any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the tenderer and any further correspondence in this regard will not be entertained.
15. The Ministry may cancel the quotation/tender at any stage without assigning any reason.
16. The contract will be initially awarded for a period of one year w.e.f. the date, the contract is actually assigned. This will be extendable on year to year basis upto two years depending upon the performance of the contractor to be evaluated quarterly basis.
17. In case, the rubber stamp/s supplied by the firm is/are rejected by the Ministry, no compensation will be paid.
18. Delivery of the items covered under this contract to be made at Room No.123-C Wing, Shastri Bhawan, New Delhi.
19. The Ministry reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason therefor and giving any compensation. The decision of the Ministry in this regard shall be final and binding on all;
20. The quotation must be accompanied by Earnest Money Deposit(EMD) of Rs.9,500/- (Rupees Nine Thousand Five Hundred only) payable through Demand Draft/Banker's cheque. Fixed Deposit receipt or Bank Guarantee from any of the Commercial Banks to be drawn in favour of Pay and Account Officer, Pay & Accounts Office (Education), Department of Higher Education, Shastri Bhawan, New Delhi. Tenders/quotations without EMD will be summarily rejected.
21. The successful tenderer will be required to furnish 10% of the total contract amount as Security Deposit in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank in favour of Pay and Account Officer, Pay and Account Office (Education), Department of Higher Education, Shastri Bhawan, New Delhi within 7 days from the date of acceptance of the tender otherwise it will constitute sufficient ground for forfeiture of its EMD and processing the case for further action against the firm.
22. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Deposit will be refunded only after the expiry of the contract. The Security Deposit is liable to be forfeited, if during the period of contract, the services of the contract are found to be unsatisfactory in any respect, and/or towards any damage caused due to negligence of the contractor or his employees. The forfeiture will be in addition to any action by the Ministry that the contractor firm may invite upon themselves due to any of the reasons specified above.
23. Interested firms/parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the quotation on the letter head of the Firm at Annexure-I.



24. The quotations, duly completed and signed as per given performa accompanied by EMD be deposited in a sealed cover in the Tender Box placed at Gate No.6, Shastri Bhawan (Information Facilitation Center) of MHRD at New Delhi not later than 2.00 P.M. on 21.12.2017. The cover containing the tender must also be prominently marked with the words "QUOTATION FOR SUPPLY OF RUBBER STAMPS." The quotations will be opened at 3.30 P.M. on 22.12.2017 in Room No.123-C Wing, Shastri Bhawan, New Delhi. The authorized representative with letter of authority may be present at the time of opening of quotations, if so desired.



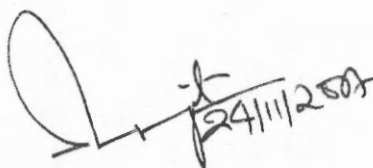
Under Secretary to the Government of India

Copy to:

- ✓ i. Programmer, CMIS for uploading on Ministry's website.
- ii. CPP Portal of Government of India
- iii. All Ministry/Department of Shastri Bhawan, New Delhi

ANNEXURE

Sl.No.	Description/Name of the items	Rate Per Unit
1	Nylon Stamps	
	(a)English & Hindi per Line	Rs.
2	Dater Stamp of Standard Quality & Size	Rs.
3	Dater Stamp with steel body with office matter	Rs.
4	Signature Stamps(Nylon) without matter	Rs.
5	Signature Stamps(Nylon) with matter	Rs.
6	Signature Stamps(Selfink)	Rs.
7	Nylon Round Stamp in bilingual	Rs.
	(i)Size:1"	Rs.
	(ii)Size:1.5"	Rs.
	(iii)Size:2"	Rs.
8	Selfink Stamp(Bilingual) (per line)	Rs.
9	Computerised Stamp:	
	(i) Print Area Size:2"X.75"	Rs.
	(ii) Print Area Size:2.5"X.75"	Rs.
	(iii) Print Area Size:2.75"X1.25"	Rs.
	(iv) Print Area Size:3"X2"	Rs.
	Computerised Stamp (Square Size)	
	(i) Print Area Size:1.25"X1.25"	Rs.
	(ii) Print Area Size1.5"X1.5"	Rs.
10	Circular selfink stamp standard size	Rs.
11	Double colour dater stamp(selfink) any size & standard quality:	Rs.
12	Self-inking Numbering stamp (automatic)	Rs.



PROFORMA

To

The Under Secretary (S&S)
Ministry of Human Resource Development,
Department of Higher Education
1st Floor, Room No.123-C, S&S Section

Subject: Tender for Providing of Rubber Stamps to the Ministry of Human Resource Development.

Sir,

I/We intend to submit the quotation on the subject mentioned above and to hereby consent to agree/accept all the terms and conditions stipulated in Ministry of Human Resource Development's letter No.19-1/2015-S&S dated November 2017. Name & address/PAN/GST etc. and the rates to be indicated/quoted below:

1	Name and address of the firm	
2	Telephone No.	
3	Mobile No.	
4	PAN No. (Copy to be enclosed)	
5	GST Registration No. (Copy to be enclosed)	

RATES

Sl.No.	Description/Name of the items	Rate Per Unit
1	Nylon Stamps	
	(a)English & Hindi per Line	Rs.
2	Dater Stamp of Standard Quality & Size	Rs.
3	Dater Stamp with steel body with office matter	Rs.
4	Signature Stamps(Nylon) without matter	Rs.
5	Signature Stamps(Nylon) with matter	Rs.
6	Signature Stamps(Selfink)	Rs.
7	Nylon Round Stamp in bilingual	Rs.
	(i)Print Area Size:1"	Rs.
	(ii)Print Area Size:1.5"	Rs.
	(iii)Print Area Size:2"	Rs.
8	Selfink Stamp(Bilingual) (per line)	Rs.
9	Computerised Stamp:	
	(i)Print Area Size:2"X0.75"	Rs.
	(ii)Print Area Size:2.5"X0.75"	Rs.
	(iii)Print Area Size:2.75"X1.25"	Rs.
	(iv)Print Area Size:3"X2"	Rs.
	Computerised Stamp (Square Size)	
	(i)Print Area Size:1.25"X1.25"	Rs.
	(ii)Print Area Size1.5"X1.5"	Rs.
10	Circular selfink stamp standard size	Rs.
11	Double colour dater stamp(selfink) any size & standard quality:	Rs.
12	Self-inking Numbering Stamp (automatic)	Rs.

Signature & Seal of the Tenderer/Contractor

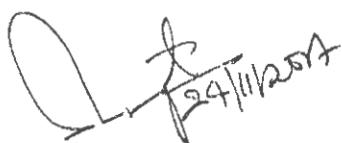
UNDERTAKING TO BE SIGNED BY THE CONTRACTOR/TENDERER ON BEHALF OF
HIS/HER FIRM

I ----- do hereby undertake that I have clearly and precisely understood the terms and conditions of the tender, that I will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and/or in case of my work being found unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of Security Deposit shall stand forfeited to the Government.

I ----- also undertake that the decision of the MHRD shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

A handwritten signature in black ink, followed by the date '24/11/2017' written in a similar style.

Signature & Rubber Stamp of the Tenderer/Contractor

LIST OF FIRMS/AGENCIES TO WHOM LETTER ADDRESSED

1	M/s Jyoti Cottage Industries, Shop No.1, A-136, Nand Ram Park, Uttam Nagar, New Delhi
2	M/s Ojas Furnitures, D-6/335/1, Sector-6, Rohini, Delhi-110085
3	Sachdeva Art Shop No.2, A-150, Nand Ram Park, Uttam Nagar, New Delhi-110059
4	M/s Bimla Kushwaha, I-12 (Bhorik Singh), Gali No.21, Sanjay Park, Shiv Mandir, West Baljeet Jagar, New Delhi-110008
5	R.R. Enterprises, 27, Ram Nagar Market, Pahar Ganj, New Delhi-110055
6	M/s Paul Plastic & Brass House, 32, Ram Nagar Market, Pahar Ganj, New Delhi-11005
7	M/s K.G. Enterprises, C-232, Tagore Garden Extension, New Delhi-110027
8	M/s Studio Design, L-54, Laxman Puri Chowk, Pahar Ganj, New Delhi-110055
9	M/s Sign World, L-115, Laxman Puri Chowk, Pahar Ganj, New Delhi-110055
10	OM Marketing, 3/40, Nehru Bazar, Pahar Ganj, New Delhi-110055

 29/11/2017