

F.No. 16/3/2016-General  
Government of India  
Ministry of women & Child Development  
(General Section)

Shastri Bhawan, New Delhi  
Dated: 6<sup>th</sup> January, 2016

To

As per list attached.

Subject: - Calling of New Quotations for making Rubber Stamps, Name Plates, Vinyl Boards, Brass Letter Plates, etc., for the use in the Ministry – reg.

Sir,

Sealed Tenders are invited from reputed, experienced and financially sound Firms/Agencies for Annual Contract formaking Rubber Stamps, Name Plates, Vinyl Boards, Brass Letter Plates, etc., for the use in the Ministry as per the Terms & Conditions enclosed as **Annexure-I**.

2. The bid should be submitted in a **sealed cover** in two parts as under:-

- (a) **Technical Bid:** Envelope should be superscribed "Technical Bid for making Rubber Stamps, Name Plates, Vinyl Boards, Brass Letter Plates" and it should contain all technical details as per **Annexure-II** and the EMD Money.
- (b) **Financial Bid:** The second cover should contain the rates etc. as per **Annexure-III** and it should be superscribed "Financial Bid for making Rubber Stamps, Name Plates, Vinyl Boards, Brass Letter Plates".

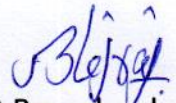
Both of these sealed covers should be put up in a bigger cover, duly superscribed as "Bid for Annual Contract for making Rubber Stamps, Name Plates, Vinyl Boards, Brass Letter Plates in MWCD".

3. The last date for receipt of tender is **24<sup>th</sup> January, 2017 at 3:30 P.M.** The technical Bid shall be opened on the same day i.e. **24<sup>th</sup> January, 2017** in Room No.621,'A' Wing in the presence of such of the bidders or their representatives, who may wish to be present. Financial Bid(s) of only those bidder(s) will be opened on a later date whose bids are considered technically acceptable after evaluation. Hypothetical Conditions/Incomplete bid or bids without supporting documents shall be liable to be cancelled. Late bids received after the specified date and time shall not be considered.



4. The bidders shall be required to submit a demand draft of Rs.10,000/- (Rupees Ten Thousand only) as earnest money deposit to be drawn in favour of Pay & Accounts Officer, Ministry of Women & Child Development, Shastri Bhawan, New Delhi along with the quotation. A quotation not accompanied by the Demand Draft will be summarily rejected.
5. Forms (Technical Bid and Financial Bid) along with terms and conditions can be obtained on any working day between 10:00 hours and 13:00 hours from Room No.629, 'A' Wing, Shastri Bhawan, New Delhi. The tender document can also be downloaded from the Ministry's website i.e. <http://www.wcd.nic.in>. **For any clarification as to the tender document, Section Officer (Genl.) may be contacted on telephone No.23382972 or in person after prior appointment.**
6. The sealed quotations in the prescribed form (technical bid and financial bid) cover may be addressed to the Under Secretary (General), Ministry of Women & Child Development, Room No.621, 'A' Wing, Shastri Bhawan, New Delhi and dropped in the Tender Box of this Ministry kept at Room No.629, 'A' Wing, Shastri Bhawan, New Delhi – 110001.
7. The competent authority in the Ministry reserves the right to reject any or all bids (offers) without assigning any reasons thereof. The decision of Competent Authority in this regard shall be final and binding.

Yours faithfully,



(B.B Baseshankar)

Under Secretary to the Govt. of India

Tel: 23382972

Copy to:

- I. The Technical Director (NIC), with a request to upload the tender on the Ministry's website.
- II. All Ministries/Departments of the Govt. of India, New Delhi with a request that copy of the tender notice may kindly be provided to the vendors, who have been awarded the contract by them for making Rubber Stamps, Name Plates, Vinyl Boards, Brass Letter Plates, etc..

