

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

Shastri Bhawan, New Delhi
Dated: 29th June, 2017

NOTICE INVITING TENDER

Ministry of Women & Child Development 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, and Banner etc. The initial contract would be for one year which can be extended further on satisfactory performance and willingness of the firm. The detail of the Job, terms and condition and the Performa for application are annexed (Annexure-I, II, & III).

2. Interested parties may send their sealed quotations along with EMD of 10,000/- (Rupees Ten Thousand only) drawn in favour of DDO, Ministry of Women & Child Development, New Delhi, superscripted as "Tender for Annual Rate Contract for making of Rubber Stamps, Self inking (computerised) Stamps, Name Plate, and Banner etc." addressed to **Under Secretary (Genl. Admn.) Room No. 629-A Wing, Shastri Bhawan, New Delhi and drop it in the Tender Box placed at the Under Secretary (General), at Room No.629, 'A' Wing, Shastri Bhawan, New Delhi – 110001 by 3.00 PM on or before 19th July, 2017.** 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 and check list in enclosed Performa (Annexure – II & III).

4. The terms and condition of contract is enclosed at Annexure- I.

5. Unrealistic rates quoted by the vendor if proved unjustified would be rejected even if it is lowest rate.

6. The Ministry reserves the right to reject/accept any or all the quotations without assigning any reason therefore.


(B.B Baseshankar)

Under Secretary to the Govt. of India
Tel: 23382972

Copy to:

1. The Technical Director (NIC), with a request to upload the tender on the Ministry's website.



Terms and Conditions for award for making Rubber Stamps, Self inking (Computerised) Stamps, Name Plate, Banners etc. to the Ministry of Women & Child Development, 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 document 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, preferably located near 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 contracted at any time, even beyond office hours and on holidays. The tenderer should be capable to 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 Women & Child Development, 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-I to this tender notice and submitted along with a Draft of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of DDO, Ministry of Women & Child Development, 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 Department.
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 cost within reasonable time as decided by the Ministry.
13. A copy of TIN No., Service Tax No. And PAN No., GST Registration (if available) may also be enclosed with the tender.
14. The successful Tenderer will have to submit as performance security deposit of Rs. 10,000/- in the form of Bank Guarantee. 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. 10000/- will be with held if the company do not provide satisfactory service and the decision of the Ministry will be final in this regard.

S.No.	Item	Rate (In Rupees)
1.	(i) Rubber Stamp Ordinary (H/E) up to 1 st Three line (ii) Rubber Stamp Ordinary (H/E) Additional line	
2.	(i) Rubber Stamp Computerized (H/E) up to 1 st Three line (ii) Rubber Stamp Computerized (H/E) Additional line	
3.	(i) Rubber Stamp Ordinary self inking up to Five line (ii) Rubber Stamp Bilingual self inking up to Seven line	
4.	Pre-ink Computerized self-inking stamp (i) English (ii) Hindi (iii) Bilingual	
5.	(i) Round Stamp (Ordinary) (ii) Round Stamp self-inking (iii) Computerized self-inking round stamp	
6.	Date with stamp (Revolving)	
7.	Name Plate Plastic engraved style	
8.	Brass Plate engraved style	
9.	Brass letter Hindi/English 1" 1.5" 2"	
10.	6 mm. Hindi Acrylic sheet per sq.inch	
11.	Vinyl Computerized Plastic Plate per sq.inch	
12.	Vinyl computerized Golden/Silver (Special type) Plastic plate per sq. inch	
13.	Flex Banner per sq. feet	
14.	Steel Boards/Plates engraved style (per sq. inch.)	
15.	Fixing of alphabet (Hindi/English) per letter	

(Signature of the authorized person)

Name & address and contract on. of the firm:



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.	Terms & Condition Contained –all pages signed and stamped	
2.	EMD in form of Demand Draft for Rs. 10,000/-	
3.	PAN Number/TIN Number/Service Tax Number/GST Registration	
4.	Telephone Number	
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).

Signature with date:

Name & address and contract no. of the firm:

