

GA-16/3/2016-GENERAL
Government of India
Ministry of women & Child Development
(General Section)

Shastri Bhawan, New Delhi
Dated: ~~June~~ 1st July, 2016

To

As per list attached.

Subject: - Calling of 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 and experienced Firms/Agencies for Annual Contract for making 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 sealed cover containing the bid superscribed "ANNUAL MAINTENANCE CONTRACT FOR MAKIING OF RUBBER STAMPS, NAME PLATES, VINYL BOARDS, BRASS LETTER PLATES, ETC." should be addressed to Under Secretary (General), Ministry of Women & Child Development, Shastri Bhavan, Dr. Rajendra Prasad, New Delhi-110 001 and should be dropped in the Tender Box located outside Room No.629, 'A' Wing, Shastri Bhavan, New Delhi by **3:00 P.M on 22nd July, 2016.**
3. The Bids shall be opened by the Tender/Purchase Committee of the Ministry at **3.30 P.M. on 22nd July, 2016** in Room No.313,'A' Wing, Shastri Bhavan, New Delhi in presence of the participating bidders or their representatives, who may wish to be present.
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 favor of Pay & Accounts Officer, Ministry of Women & Child Development, Shastri Bhawan, New Delhi along with the quotation. Quotations/bids not accompanied by the Demand Draft will be summarily rejected.
5. Bid Forms 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.**



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6. The competent authority in the Ministry reserves the right to reject any or all applications (offers) without assigning any reasons thereof. The decision of Competent Authority in this regard shall be final and binding.

Yours faithfully,



(V. T. Joseph)
Under Secretary to the Govt. of India
Tel: 23381970

Copy to:

1. The Technical Director (NIC), with a request to upload the tender on the Ministry's website.
2. 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..

ANNEXURE-I

Terms & Conditions for making Rubber Stamps, Name Plates, Vinyl Boards, Brass Letter Plates, etc., for the use in the Ministry of Women & Child Development.

1. The firm shall be required to furnish Earnest Money Deposit (EMD) amounting to Rs.10,000/- (Rupees Ten Thousand only) in the form of DD/Pay Order in favour of Pay & Accounts Officer, Ministry of Women & Child Development, New Delhi along with the quotation. The EMD will be refunded to unsuccessful tenderer after the completion of contract.
2. The quotations should be given on firm's letter head giving address, telephone number, e-mail address, etc.
3. The work is to be carried out in the premises of the Ministry at Shastri Bhawan, Jeevan Vihar Building, Hotel Janpath and at the Residential Office of Minister (WCD), 14, Ashoka Road, New Delhi. No extra charges will be payable on this account.
4. It will be the responsibility of the Contractor to depute a good skilled person to the Ministry of Women & Child Development 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 AMC firm.
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 also indicate PAN number issued by the Income Tax Department, State/Central Sales Tax Number (legible self attested photocopy 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 job.
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 Earnest Money Deposit in full or in part in the event of failure on the part of Contractor to fulfill the terms and conditions of the contract.
11. The Ministry of Women & Child Development has the right to terminate the tender/ agreement in whole/in part at any time without assigning any reason therefore. Any decision in this regard taken by the HOD, Ministry of Women & Child Development will be final.



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12. The job will be completed within 5 days from its assignments. "Urgent" job/work will, however, be completed within 24 hours of its assignment.
13. 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.
14. The Income Tax and Education Cess, as per Government orders will be deducted on every bill submitted by the Contractor.



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Annexure-II

PROFORMA

S. No.	Particulars	To be filled by the Tender
1.	Name of the Firm and owner	
2.	Address of the Firm with office telephone No./e-mail address, Fax No. 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. Departments/Offices (Copies of the same may be enclosed)	
6.	Details of EMD Amount Draft No. Date 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 Government Department 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 attached in this regard.)	

(Signature of the authorized person)

Name:

Designation:

Seal:

Date:

Place:



Annexure-III

Proforma (Financial Bid)

With reference to M/o. WCD's letter No. _____ dated _____ regarding tender for making of rubber stamps, name plates, vinayl boards, brass letter plates etc., I/we quote the rates, excluding service tax, as under:-

Sl.N o.	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:
Designation:
Seal:

Date:

Place:

Joseph