

No.D-13020/02/2018-GA
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhawan, New Delhi
Dated: 12 July, 2018

E-TENDER NOTICE

Online Quotations are invited for e-procurement of annual contract for supply of Rubber stamps, Compact Stamps, Self ink Stamp, Memento, Brass/plastic name plates etc. in Department of Industrial Policy & Promotion, Udyog Bhawan, New Delhi. The schedule of above said NIT are as under:

Sl.No.	SCHEDULE OF TENDER	DATE AND TIME
1.	Date of uploading of Tender Document	12.07.2018
2.	Last Date & Time for submission of EMD.	Upto 3.00 P.M. on 01.08.2018
3.	Last Date & Time for submission of on-line bid.	Upto 3.30 P.M. on 01.08.2018
4.	Date and time for opening of Tender Document Bid.	3.30 P.M. on 02.08.2018


(S. RAVISH ALI)
Under Secretary to the Govt. of India
Tel.No.: 2306 3697

No.D-15017/01/2018-GA
Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
General Administration Section

Udyog Bhawan, New Delhi
Dated: 12 July, 2018

Subject: - E-Tender Notice for annual contract for supply of Rubber stamps, Compact Stamps, Self ink Stamp, Memento, Brass/ plastic name plates etc. in the Department of Industrial Policy & Promotion, Udyog Bhawan, New Delhi.

1. Online e-Tenders are invited by the Department of Industrial Policy and Promotion (DIPP) from reputed, experienced and financially sound firms for awarding of annual contract for supply of Rubber stamps, Compact Stamps, Self ink Stamp, Memento, Brass/plastic name plates etc. **in the Department of Industrial Policy & Promotion, Udyog Bhawan, New Delhi for a period of one year.** The scope of work, eligibility requirements and terms and conditions of Contract etc. are given in **Annexure-I**. The Check List of documents to be provided is at **Annexure-II**. The rates are to be quoted in the bid format at **Annexure-III**.
2. The bid will be accepted as e-tender only and intending bidders must be registered with the Central Public Procurement Portal (CPP) i.e. <http://eprocure.gov.in/eprocure/app>.
3. Interested service providers may submit their tenders online at <http://eprocure.gov.in/eprocure/app> as per the prescribed Proforma. Tenders are to be submitted only online through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time under any circumstances whatsoever.
4. **Earnest Money Deposit (EMD) of Rs. 8,000/- (Rupees Eight thousand only) in the form of crossed Demand Draft/Bankers Cheque in favour of 'DDO(Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi'** has to be submitted in physical form to the Under Secretary (GA), DIPP, Room No. 271-A, Udyog Bhawan, New Delhi-110011. EMD's should be valid for a period of at least 90 (ninety) days from the date of opening of the tender. In case EMD is submitted late or not submitted at all, the bid will be considered unresponsive and incomplete and will be

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summarily rejected. **The firms registered with MSME and NSIC are exempted from payment of EMD. Such firms should submit a copy of EMD Exemption certificate for claiming exemption from EMD submission. Similarly startups registered under the Startup India initiative shall also be exempted from payment of EMD.**

5. The EMD's submitted by all the unsuccessful bidders shall be returned by the department after finalization of the tender. No interest will be paid on deposited EMD.
6. In case, any holiday is declared by the Government on the Bid Opening Date, the bid will be opened on the next working day at the same time
7. The EMD shall be forfeited:-
 - (a) If the quotation is withdrawn by the bidder:
 - (i) at any time prior to its rejection or
 - (ii) Before or after its acceptance is communicated to the bidder or
 - (b) If the contractor fails to comply with the terms & condition of the Quotation Notice or does not fulfil/produce the documents/promises made before this Department or any Committee constituted by this Department for this purpose.
8. The Department reserves the right to cancel the tender at any time or amend/ withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
9. The tender validity period is 90 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalization of tender, whichever is later.
10. The rates must be written in figures as well as in words. Erasing and over writing in the rates quoted will make the tender void. Any alteration in the rates should be signed in ink otherwise the tender will not be considered. Incomplete/conditional tenders will be summarily rejected.
11. Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected;
12. Order shall be placed on the eligible bidder offering lowest rates exclusive of GST for each item indicated at Annexure-III. If it is found that no single bidder has quoted the lowest rates for all items, then the bidder quoting L-1 rates for most of the items will be given an opportunity to accept the contract if he consents for matching the L-1 rates quoted by other bidders. However, if the L-1 bidder fails to supply, then similar opportunity will be given to L-2 bidder followed by L-3 for matching L-1 rates for each item.



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13. The Department 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 therefore and giving any compensation. The decision of the Department in this regard shall be final and binding on all.



(S. RAVISH ALI)

Under Secretary to the Govt. of India

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SCOPE OF WORK, ELIGIBILITY REQUIREMENTS AND TERMS AND CONDITIONS OF CONTRACT ETC

1. SCOPE OF WORK

- i) The contractor will be required to provide the items mentioned in Annexure-III of this Document.
- ii) The contractor or his authorized representative shall have to visit this Department as and when called. The items have to be supplied within 3 days from the date of receipt of order. However, items of urgent nature shall have to be delivered on the same day.
- iii) The items as mentioned in Annexure-III should be delivered in this Department in Room No. 21, Udyog Bhawan, New Delhi. Goods to be delivered shall remain at the risk of the supplier until delivery has been completed in full.
- iv) The owner/firm should be available on his direct telephone (office as well as residence and also on mobile phone. The firm should be able to provide items on holidays including Saturdays and Sundays.
- v) The contract will be for one year, but can be terminated at any time without assigning any reason, if the services are not found satisfactory, at the sole discretion of the Department;

Final

2. TERMS AND CONDITIONS OF CONTRACT

- i) The contract will be for one year from the date of approval of the competent authority of this Department and thereafter extendable on providing of satisfactory service but can be terminated at any time without assigning any reason, if the services are not found satisfactory, at the sole discretion of the Department.
- ii) The successful bidder will have to furnish the names & the mobile numbers of their authorized workers to attend to the requirements of the DIPP.
- iii) The Department shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing the work in the Department. Neither the Contractor nor his workers shall have any claim on this Department for compensation or financial assistance on this accounts.
- iv) Payment will be made on monthly basis after satisfactory completion of work by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. No advance payment shall be made in any case. Company should furnish details of bank accounts along with the other requisite documents.
- v) In case the successful bidder is found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/ Performance security shall be forfeited after giving proper opportunity through show cause notice.
- vi) In case the performance of the successful bidder is not found satisfactory, the tender will be cancelled and the Performance Security/Earnest Money forfeited.
- vii) Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
- viii) In case it is found that the required items are sub-standard, it would be open for the Department to cancel the contract and take further appropriate action. In that case the Performance security will also be forfeited.
- ix) An amount of Rs. 20,000/- (Rupees Twenty thousand only) will be the "Security Deposit" in the case of successful bidder, which may be furnished in the form of Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank. The Performance Security should be valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. No interest will be paid on Performance security deposit. Earnest Money will be refunded to the successful bidder on receipt of Performance Security.



- x) Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. No advance payment shall be made in any case.
- xi) Any request for increase in quoted and accepted rates will not be entertained for any reason during the currency of the contract.
- xii) The contractor's personnel shall not divulge/disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters.
- xiii) The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.
- xiv) The Contractor shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- xv) The contractor will be responsible for the verification of the conduct/integrity of his deployed staff.
- xvi) TDS if any as per prevailing rate, will be deducted before making the payment.
- xvii) The Department reserves the right to impose any other conditions for regulating the contract in public interest.
- xviii) In case the successful bidder found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/ Performance security shall be forfeited after giving proper opportunity through show cause notice.
- xix) The purchaser reserves the right at the time of award of the contract to increase/ decrease the quantity of the goods and service specified in the schedule of requirements without any change in unit price of the ordered quantity.
- xxx) **The Department reserves the right to impose any other conditions for regulating the contract in public interest.**



3. ELIGIBILITY CONDITIONS

- i) The Firms should have their office in Delhi NCR area.
- ii) The firm should have a PAN and GST Number. A Scanned Copy of Documentary Proof in this regard should be uploaded along with bid document.
- iii) A firm blacked listed by any Central Govt./State Government office will not be eligible to participate in this tender. A self Declaration to the effect that the firm has not been black listed by any Central Government/State Government office should be uploaded along with the bid document. In case any such firm succeeds in obtaining contract by hiding the facts and it comes to the notice of the Department later, contract will be cancelled immediately and security forfeited.
- iv) The firm should have at least two years' experience of working in similar field in any Ministry/ Department/PSU for the last two years i.e. 2016-17 to 2017-18. Copy of award letter and experience certificate to be uploaded along with bid document.
- v) The Tender of 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 only and any further correspondence in this regard will not be entertained.
- vi) This Department reserves the right to accept or reject the tender in full or in part without assigning any reason.

Encl: as above.


(S. Ravish Ali)
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Check List of Documents To Be Provided

S. No.	Description	Information to be given / Documents to uploaded
1.	Name of the Agency/Firm	
2.	Business address of the Agency/Firm	
3.	Telephone No.	
4.	Mobile No.	
5.	PAN of the Agency/Firm (Proof to be uploaded)	
6.	GST/Service Tax Registration No. of Agency/Firm (Proof to be uploaded)	
7.	Copy of contracts / Certificates of last 2 years in similar field. (Copy of Award letter & experience certificates of last three years (2016-17 to 2017-2018) to be uploaded)	
8.	Details of EMD (Firms/Agencies registered with NSIC/MSME authorities for tendered service/items are exempted from payment of EMD on production of attested copy of certificate issued by NSIC/MSME). Startups registered under the Startup India initiative shall also be exempted from payment of EMD. (Proof to be uploaded)	i). D.D. No..... ii). Date..... iii). Amount: iv) Name of Bank: v). Branch:
9.	Self Declaration to the effect that the firm has not been black listed by any Ministry / Deptt./PSUs or Banks etc. (To be uploaded)	

(Sign. & seal of Contractor)



Rate Quoted for Job/Works

S.No.	Description of the Job	Sizes	Rates (Rs.)
1.	Rubber stamps (English/Hindi) Bilingual.	Rate for first line	
		Rate for each additional line	
2.	Self-ink Rubber stamps	Ordinary Size (upto 6 lines)	
		Big (more than 6 lines)	
3.	Refilling of ink in Self Ink Stamp		
4.	Computerize Compact Stamp		
5.	Refilling of ink in Self Compact Stamp		
6.	Circular Stamp (with border around)		
7.	Signature Rubber Stamps.		
8.	Revolving Date Machine/Stamp with complete office name etc. fixed on it including 31 days, 12 month and 10 years		
9.	Dater (Date stamp)		
10.	Brass Office Seal		
11.	Brass letter (including cost of acrylic sheet).	Per Sq. Inch	
12.	Acrylic sheet-5mm (for fixing of brass letters)		
13.	Acrylic sheet frame slider.	12"x 4"	
14.	Plastic name plate with golden stickers as letters.	12" x 4" size	
		12" x 8" size	
15.	Plastic name plate with engraved letters in golden colour	12" x 4" size	
		12" x 8" size	
16.	Plastic/Wooden Name Plate	Per sq. inch	
17.	Painting of Letters (English/Hindi) on placards / Name Plates	½ inch	
		¾ inch	
		1 inch	
		1" – 2"	
		2"More than	



S.No.	Description of the Job	Sizes	Rates (Rs.)
18.	Painting of Numbers on Furniture etc. (per line of 20 – 22 letters of usual size upto 1" height)		
19.	Name plate made of 19 mm teak veneer block board with Teak wood molding around lacquer polish base with brass letter in Hindia and English (Letter size 1.5")	Per Sq. Inch	
20.	Banner on Cloth	Per Sq. Metre	
21.	Banner (Flex)	Per Sq. Feet	
22.	Italian Frame for Picture	Per running Feet	
23.	Brass Memento Shield for Retiring Person		
24.	Steel/Brass Name Plate	Per Sq. Inch	
25.	Parking Board	Per Sq. Inch	
26.	No Smooching Board : Plastic	Per Sq. Inch	
27.	Engagement Stand (Wooden)	Per Sq. Inch	

