

D-32018/6/2012-SEO  
Government of India  
Ministry of Commerce and Industry  
Department of Industrial Policy and Promotion  
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Udyog Bhawan, New Delhi  
Dated the 16 January, 2018

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Printing of Car and Motor Cycle/Scooter Parking labels for the year 2018 – reg.**

Dear Sir,

Sealed quotations are invited from the reputed firms having sufficient experience for printing of Car and Motor Cycle/Scooter Parking labels and supply of other related materials to be used in Udyog Bhawan for the year 2018.

2. The details of required parking labels and other items are given below:-

S. .No.	Type of Parking labels & other items	Qty. required to print
1.	Car Parking labels for Government and Officers/Official's Vehicles (PVC Plastic Sheet of 3.30 Micron)	2000 nos.
2.	Motor Cycle/Scooter parking label for Government/Officers/Official's Vehicles. (PVC Plastic Sheet of 3.30 Micron)	1500 nos.
3.	Car/Motor Cycle/Scooters Parking labels for Private/PSU's Vehicles. (PVC Plastic Sheet of 3.30 Micron)	1000 nos.
4.	Supply of transparency plastic Sheet with Gumming for pasting of Car/Motor Cycle /Scooters Parking labels. (PVC Plastic Sheet of 4.08 Micron)	2500 nos.

3. Parking Labels are to be printed in multi-colour. PVC plastic sheet to be used should be of good quality as per specification given above. Samples of the same can be seen/inspected from SEO Cell from 16.1.2018 to 5.2.2018 (upto 2.00 PM), Room No. 28, Ground Floor, Udyog Bhawan during any working day.

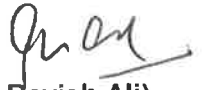
4. The interested firms may submit their quotations in sealed cover to the **Under Secretary(SEO), Department of Industrial Policy and Promotion, Room No. 271-A, 2<sup>nd</sup> Floor, Udyog Bhawan, New Delhi-110011 from 16.1.2018 to 5.2.2018 (upto 3.00 PM)** along with EMD, samples of parking labels and other required items mentioned in the para below.

5. The sealed quotations need to be superscribed as **"Printing of Car and Motor Cycle/Scooter Parking Label for the year 2018."** and should be accompanied by the following:-

- (i). Information regarding details of the Company/Firm in the proforma for **Technical Bid at Annexure-I** (Copies of supporting documents to be enclosed).
- (ii). **Financial Bid** in the Proforma at **Annexure-II**.
- (iii). **EMD of Rs. 2,000/-** (Rupees two thousand only) in the form of Demand Draft/Bankers Cheque/FDR drawn in favour of the DDO(Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi. If the bid is received without EMD, the same shall not be considered and rejected summarily.  
(Tenderers who are 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).
- (iv). **Original Samples** (at least one each) of Car and Motor Cycle/Scooters parking labels printed by the company/Firm during the last one year.



6. The Tender Document must be filled in neatly and clearly. Incomplete or conditional bids or bids not accompanied by the requisite documents will be summarily rejected.
7. Quotations will be opened on 5.2.2018 at 4.00 P.M. in the presence of a Committee of Officers and representatives of firms, who wish to be present at the time of opening of the tender. In case holiday is declared on 5.2.2018, the next working day will be treated as last date for submission and opening of bid document, time will remain the same. The lowest bidder will be decided on the basis of total bid price quoted
8. The successful bidder will have to submit two designs each of Car and Motor Cycle/Scooter parking labels to get the final approval of competent authority.
9. This Department reserves the right to accept or reject any quotation without assigning any reason.



(S. Ravish Ali)  
Under Secretary to the Govt. of India.  
Tel. No. 23063697

**Copy to:-**

1. NIC, with the request to upload the above tender enquiry in the website of DIPP.

PROFORMA FOR TECHNICAL BID

Documents to be attached alongwith quotations.

Sl. No.	Item Head	To be filled by the Agency/Firms
1.	Name and address Firm/ Agency (Proof to be enclosed)	
2.	Details of EMD  (Firms/Agencies are 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).	i). D.D. No.- ..... ii). Date..... iii). Amount: ..... iv) Name of Bank: ..... v). Branch: .....
3.	PAN of the Agency/Firm (Proof to be enclosed)	
4.	GST/Service Tax/Income Tax Registration No. of Agency/Firm (Proof to be enclosed)	
5.	Work order/Experience in respect of printing work done in any Ministry/Department/PSU/reputed national level Institutions during the last one year. (Proof to be enclosed)	
6.	Original Samples (at least one each) of Car and Motor Cycle/Scooters parking labels printed by the company/Firm during the last one year.	

Signature of authorized person  
Name of the Firm/Agency:  
Seal

Date:  
Place

**Note:** All the supporting documents to be enclosed along with the bids.



PROFORMA FOR FINANCIAL BID

Rate Quoted for. Car and Motor Cycle/Scooter Parking labels and supply of other related material for the year 2018

S. No.	Type of Parking labels & other items	Qty. required to print
1.	Car Parking label for Government and Officers/Official's Vehicles (PVC Plastic Sheet of 3.30 Micron)	2000 nos.
2.	Motor Cycle/Scooter parking label for Government/Officers/Official's Vehicles. (PVC Plastic Sheet of 3.30 Micron)	1500 nos.
3.	Car and Motor Cycle/Scooters Parking label for Private/PSU's Vehicles. (PVC Plastic Sheet of 3.30 Micron)	1000 nos.
4.	Supply of transparency plastic Sheet with Gumming for pasting of Car/Scooters Parking labels. (PVC Plastic Sheet of 4.08 Micron)	2500 nos.
<b>Consolidated rate (excluding GST)</b>		<b>Rs.</b>
<b>Note:</b>		
(i). The consolidated amount for the entire work (Printing /supply) to be quoted, excluding GST. GST amount to be claimed at the time of submission of bill by successful bidder.		
(ii). Over writing or cutting on rates quoted will be not accepted and such tenders will be liable to cancellation.		

**Signature of authorized person**

**Name of Firm/Agency:**

**Seal:**

**Date:**

**Place:**

