

13/06/09

No. D-15015/3/2008-Gen.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 19th June, 2009

To,

Subject: Annual Contract for making of rubber stamps/name plate etc. in the Planning Commission.

Sir

Planning Commission invites sealed quotation on the above mentioned subject for the period from the date of contract is awarded or formalities completed to 31.3.2010. The period of contract can be extended on yearly basis subject to the satisfactory performance by the firm.

2. The interested parties may send duly filled in sealed quotation which should reach to Under Secretary (General-II), Room No. 445, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi by 3.00 PM on Friday, 19th June, 2009. The bids/quotations duly superscribed as "QUOTATIONS FOR THE ANNUAL CONTRACT FOR MAKING OF RUBBER STAMPS/NAME PLATES ETC" may be dropped in the tender box placed in the reception area at Yojana Bhavan. These quotations/bids will be opened on the same date at 3.30 p.m. in Room No. 412, Yojana Bhavan, in the presence of officers. Firms/their representatives may also attend the bid opening.

3. Competent Authority, Planning Commission reserves the right to reject any or all the quotations/bids without assigning any reason thereof.

(Mahender Chaudhary)
Under Secretary to the Government of India

Copy to , Yojana Bhavan with the request to upload this tender notice on the Planning Commission official website.

Annexure B

Terms and conditions/stipulations that govern the contract for making of rubber stamps/name plates etc. in Planning Commission.

1. The period of contract shall be effective from the date it would be awarded and shall remain in force till 31.3.2010. The contract can be extended beyond 31.3.2010 upon satisfactory performance by the contractor/ firms.
2. The quotation duly sealed must be submitted in the prescribed form.
3. Conditional bids of any form shall be rejected outrightly.
4. A draft/pay order of Rs. 1000/- (Rupees one thousand only) favouring "Pay and Accounts Officer, Planning Commission" must accompany with the tender form. The same will be returned to the unsuccessful firm within a period of thirty days of the date the contract is awarded to the successful firm.
5. The successful firm shall deposit a performance security of Rs. 2000/- (Rupees Two Thousand only) favouring "Pay and Accounts Officer, Planning Commission" from any commercial bank. The performance security shall be valid throughout the period of contract.
6. The rates must be quoted for all the items in the enclosed proforma.
7. The firm must have an establishment and sound financial standing so that the work assigned to him is completed in the specified time even on a very short notice. No extra payment shall be payable to the firm in this effect.
8. The contractor/firm shall remain in touch with this office for all the day-to- day jobs. The time limit given to the firm shall be strictly adhered to without any extra payment.
9. No cartage charges shall be borne by the Planning Commission.
10. Planning Commission reserves the right to terminate the contract at any point of time if the services are not found satisfactory. The decision of the Planning Commission in this regard shall be final and binding on the firm.
11. Firm having participated in the tender shall be treated as an implied condition of the acceptance of the terms and conditions.
12. The successful bidder/firm shall replace the wrong and defective rubber stamps/name plates within a reasonable time as decided by the Planning Commission.

13. The firm shall prefer the bills in duplicate for payment on the company's letterhead clearly mentioning the PAN/TAN/Service tax numbers.
14. Bids after the expiry of date and time shall not be considered under any circumstances.
15. No bidder will be allowed to withdraw after submission of the bids other wise the EMD submitted by the bidding firm would stand forfeited.

**Signature of the proprietor/firm
Name and address of the firm/applicant**

**Phone/Mobile No.
Demand Draft/Pay Order No.**

Amount and Name of Bank

ANNEXURE-A

<u>Items</u>	<u>Rate (Rs.)</u>
1. Computerized Rubber Stamps (English/Hindi) Single Line	_____
2. Computerized Rubber Stamps (English/Hindi) Round shape:	
(i) 1 inch diameter:	_____
(ii) 1 ½ inch Diameter	_____
(iii) 2 inch Diameter	_____
3. Self Inking Computerized Stamps:	
(i) 16 mm X 38 mm	_____
(ii) 23 mm X 50 mm	_____
(iii) 27 mm X 62 mm	_____
(iv) 30 mm X 65 mm	_____
4. Presto Stamp:	
(i) 26mm X 60 mm	_____
(ii) 38mm X 60 mm	_____
(iii) 38 mm X 80 mm	_____
(iv) 50 mm X 80 mm	_____
5. Brass Plate in 16 Gage Computerized in etching size (with border and hole):	
(i) 12 inch X 5 inch	_____
(ii) 14 inch X 5 inch	_____

Contd...

6. Brass letter :

- (i) 1 inch _____
- (ii) 1 ½ inch _____
- (iii) 2 inch _____
- (iv) 2 ½ inch _____
- (v) 3 inch _____

Signature & name of the Firm/Applicant