

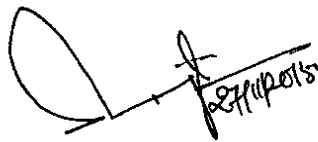
F.No.19-01/2012-S&S
Government of India
Ministry of Human Resource Development
(Department of Higher Education)

Room No.-123, C-Wing, Shastri Bhawan,
New Delhi, dated the 27th November, 2015.

Subject: Quotation for supply of Cloth Banners, Brass letters, Backdrop Frame work in fabric material, Plastic Name Plates for Dais etc. for the Ministry of Human Resource Development, Department of Higher Education and Department of School Education & Literacy -reg.

Sealed quotations are invited for preparation and supply of Items for use in the Ministry of Human Resource Development as per details given in Annexure.

2. The supply will be governed by the following terms and conditions:
 - (i) Name of Work: Preparation and Supply of Cloth Banners, Brass letters, Backdrop Frame work in fabric material, Plastic Name Plates for Dais etc.
 - (ii) Estimated Cost: Rs.80,000/- to Rs.90,000/-
 - (iii) Earnest Money Deposit(EMD): 4% (i.e.Rs.3,600/-) of the total contractual value of Rs.90,000/-
 - (iv) The contract will be initially awarded for a period of one year from the date, the work is actually assigned. This will be extendable on year to year basis upto three years depending upon the performance of the contractor to be evaluated on quarterly basis.
 - (v) The articles should be of standard quality.
 - (vi) The rates should be inclusive of delivery charges to the Ministry of HRD, Room No.-123, C-Wing, Shastri Bhawan, New Delhi.
 - (vii) The rates should be quoted accordingly to the specifications of the Items given in Annexure. The rate of any tax, if chargeable, shall be mentioned clearly.



Handwritten signature and date: 27/11/2015

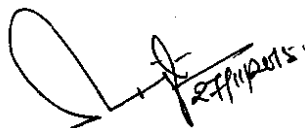
- (viii) One representative of the firm will have to visit the Department twice a week i.e. on Monday and Thursday to inquire about the demand and to make delivery in Shastri Bhawan, New Delhi.
- (ix) In case, the Items supplied by the firm are rejected by the Ministry, no compensation will be paid.
- (x) The firm will have to supply the Items within three days from the date of receipt of the order orally or in writing. However, sometimes the same may be asked to supply at a short notice.
- (xi) The quotation must be accompanied by Earnest Money Deposit of Rs.3,600/- (Three Thousand Six hundred Only) payable through Demand Draft/Banker's Cheque only drawn in favour of P&AO (Education), Department of Higher Education, Shastri Bhawan, New Delhi. Tenders/quotations without Earnest Money Deposited will be summarily rejected.

3. **Elevation of Bids:**

The contract will be awarded based on L-I rates quoted by a Tenderer and in case two or more firms quoted L-I rates, then the work may be split among them based on L-I rates quoted by them.

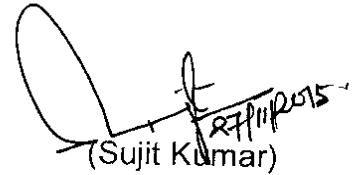
4. The successful bidder shall give Performance Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank amounting to 8% of the total contract value i.e. Rs.7200/- in favour of the Pay & Account Officer (EDU), Department of Higher Education, Shastri Bhawan, New Delhi. Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract are contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. The forfeiture will be in addition to any action by the Ministry that the contractor firm may invite upon themselves due to any or the reasons specified above.

5. The quotations, duly completed and signed accompanied by EMD be deposited in a sealed cover in the Tender box placed at Gate No.-6, Shastri Bhawan (Information Facilitation Center) of M/o HRD, New Delhi not later than 3.00 P.M. on 21st December, 2015. The cover containing the tender must also be prominently marked with the words



A handwritten signature in black ink, followed by the date '22/12/2015' written in a similar style.

"QUOTATIONS FOR SUPPLY OF CLOTH BANNER, BRASS LETTERS WITH BLACK SHEETS ETC". The quotations will be opened at 3.30 P.M. on the same day i.e. 21st December, 2015 in the Room No.123. C-Wing, Shastri Bhawan, New Delhi. You or your authorized representative may be present at the time of opening of Quotations, if so desired. Over writing must be avoided and if done should be countersigned by the authorized person.



(Sujit Kumar)

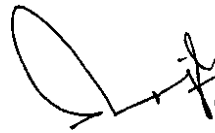
Under Secretary to the Government of India

Copy to:

1. Firms (As per list attached).
- ✓ 2. Programmer, CMIS for uploading on Ministry's website.
3. CPP Portal of Government of India.

Annexure

Sl. No.	Description/Name of the items	RATE
1.	(a) Writing of identification No. on the articles of the Department (per Item/word)	Rs.
2.	Supply of Cloth Banners:	
	(i) Poplin Cloth for Banner with painting & writing(per Sq. Feet)	Rs.
	(ii) Reshmi/Flexo Cloth for Banner with painting & writing(per Sq. Feet)	Rs.
	(iii) Rope for banners(per Sq. Feet)	Rs.
3.	Brass letters (bilingual) (per letter)	
	(i) Upto 1-2"	Rs.
	(ii) Upto 2-3"	Rs.
	(iii) Upto 3-4"	Rs.
	(iv) Above 4"	Rs.
4	Black sheet for fixing of Brass letter (per Sq. Inch)	Rs.
5	Backdrop Frame work in fabric material, Mounted letters (logo as per design complete with writing)	Rs.
	(i) Backdrop to be used as welcome hording (per Sq. Feet)	Rs.
	(ii) Logo in front of podium (per Sq. Feet)	Rs.
6	Plastic Name Plates for Dais(per Sq. Inch)	Rs.

 27/11/2015

PROFORMA

To

The Under Secretary (S&S)
Ministry of Human Resource Development
Department of Higher Education, 1st Floor,
Room No.123-C, S&S
Shastri Bhawan, New Delhi

Subject: Tender for providing of Cloth Banner/Backdrop Frame work in fabric material, Mounted letters (logo as per design complete with writing)/Plastic Name Plates for Dais etc.

Sir,

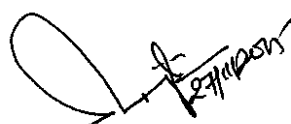
I/We intend to submit the quotation on the subject captioned above and to hereby consent to agree/accept all the terms and conditions stipulated in Ministry of Human Resource Development's letter F.No.19-1/2012-S&S dated -----November, 2015.

The rates quoted are as indicated below:

1	Name and address of the firm	
2	Telephone No.	
3	Mobile No.	
4	PAN No.	

RATES

Sl. No.	Description/Name of the items	RATE
1.	(a) Writing of identification No. on the articles of the Department	Rs.-----Per Item/Word
2.	Supply of Cloth Banners:	
	(i) Poplin Cloth for Banner with painting & writing	Rs.-----Per Sq. Feet
	(ii) Reshmi/Flexo Cloth for Banner with painting & writing	Rs.-----Per Sq. Feet
	(iii) Rope for banners	Rs.-----Per Sq. Feet
3.	Brass letters (bilingual)	
	(i) Upto 1-2"	Rs.-----Per Letter
	(ii) Upto 2-3"	Rs.-----Per Letter
	(iii) Upto 3-4"	Rs.-----Per Letter
	(iv) Above 4"	Rs.-----Per Letter
4.	Black sheet for fixing of Brass letter	Rs.-----Per Sq. Inch
5.	Backdrop Frame work in fabric material, Mounted letters (logo as per design complete	



	with writing)	
	(iii) Backdrop to be used as welcome hording	Rs.-----Per Sq. Feet
	(iv) Logo in front of podium	Rs.-----Per Sq. Feet
6	Plastic Name Plates for Dais	Rs.-----Per Sq. Inch

Details of EMD No.----- dated -----

amount----- Bank-----

Name & Signature of the
Authorized Signatory of the Firm
(With Seal of the Agency Affixed)

A handwritten signature in black ink, followed by the date '27/1/2015' written below it.