

F. No. 19-1/2012-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
S & S Section  
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123-C, Shastri Bhawan, New Delhi.  
Dated: February, 2015

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**Subject:-Tender for supply of name plates, sign boards, cloth banners, backdrops  
etc. for the Ministry of Human Resource Development -reg.**

Sealed quotations are invited for supply of name plates, sign board, cloth banners, back drops etc. for use in the Ministry of Human Resource Development as per details given in Performa.

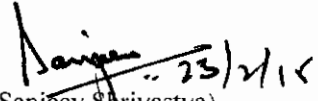
2. The supply will be governed by the following terms and conditions:-

- (i) Name of work: Preparation and Supply of name plates, signboards, cloth banners, backdrops etc. for use of the Ministry of Human Resource Development.  
  
Estimated Cost: Rs. 1,80,000/-  
  
Security Deposit: 5% of the total contractual value i.e. Rs. 9,000/-
- (ii) The contract will be initially awarded for a period of one year w.e.f. the date, the work is actually assigned. This will be extendable on year to year basis upto two years depending upon the performance of the contractor to be evaluated on quarterly basis.
- (iii) The articles should be of standard quality.
- (iv) The rates should be inclusive of delivery charges to the Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi (Room No. 123-C).
- (v) The rates should be quoted according to the specifications of name plates, sign board, cloth banners, back drops etc. given in annexure. The rate of any tax, if chargeable, shall be mentioned clearly.
- (vi) 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.
- (vii) In case, the name plates, sign boards, cloth banners, backdrops etc. supplied by the firm are rejected by the Ministry, no compensation will be paid.
- (viii) The firm will have to supply name plates, sign boards, cloth banners, backdrops etc. within three days from the date of receipt of the order orally or in writing. However, sometimes the firm may be asked to supply at a short notice.
- (ix) The quotation must be accompanied by earnest money Deposit of Rs. 4,500/- (Rs. Four Thousand Five Hundred only) payable through Demand Draft/Banker's cheque, Fixed Deposit receipt or Bank Guarantee from any of the Commercial Banks only drawn in favour of P&AO (Education), Department of Higher Education, Shastri Bhawan New Delhi. Tenders/quotations without earnest money deposit will be summarily rejected.

*Sanjay*  
23/2/15

3. 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 5% of the total contract value i.e. Rs. 9,000/- 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. This forfeiture will be in addition to any action by the Ministry that the contractor firm may invite upon themselves due to any of the reasons specified above.

4. The quotations, duly complete and signed as per given performa accompanied by EMD be deposited in a sealed cover in the **Tender Box placed at Gate No. 6, Shastri Bhawan (Information Facilitation Center) of MHRD at New Delhi not later than 3.00 P.M. on 20<sup>th</sup> March, 2015.** The cover containing the tender must also be prominently marked with the words **"QUOTATIONS FOR SUPPLY OF NAME PLATES, SIGN BOARDS, CLOTH BANNERS, BACK DROPS"**. The quotations will be opened at **3.30 P.M. on the same day i. e. 20<sup>th</sup> March, 2015 in Room No.123-C wing, Shastri Bhawan, New Delhi.** The 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.

  
(Sanjeev Srivastva)

Under Secretary to the Govt. of India

Copy ✓ (i) Programmer, CMIS for uploading on Ministry's website.  
(ii) CPP Portal of Govt. of India.  
(iii) All Ministry/Department of Shastri Bhawan New Delhi.

CMIS(OP)

Sanjay  
24.02.2015

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**PROFORMA**

To

The Under Secretary (S&S),  
Ministry of Human Resource Development ,  
Department of Higher Education,  
1<sup>st</sup> Floor, Room No. 123-C, S&S Section,  
Shastri Bhawan, New Delhi-110115.

**SUBJECT: TENDER FOR PROVIDING OF NAME PLATES, SIGN BOARD, CLOTH BANNERS, BACK DROP ETC. IN MINISTRY OF HUMAN RESOURCE DEVELOPMENT.**

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Ministry of Human Resource Development's letter No. 19-1/2012-S&S dated February, 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 Per Unit
1.	Plastic Name Plates (As per the sample of the Ministry)	Rs.-----Per Sq. inch
2.	Steel Name Plates (Complete with engraving)	Rs.-----Per Sq. inch
3.	Painting on Sign Board	Rs.-----Per Sq. inch
4.	Writing of letters etc. <ul style="list-style-type: none"><li>• Upto 1-2"</li><li>• Upto 2-3"</li><li>• Upto 3-4"</li><li>• Above 4"</li></ul>	<ul style="list-style-type: none"><li>• Rs.-----Per Letter</li><li>• Rs.-----Per Letter</li><li>• Rs.-----Per Letter</li><li>• Rs.-----Per Letter</li></ul>
5.	Writing of identification No. on the articles of the Department.	Rs.-----Per Item

*Handwritten signature*  
-23/4/15

6.	<b>Supply of Cloth Banners.</b> <ul style="list-style-type: none"> <li>➤ Poplin Cloth for Banner with painting &amp; writing.</li> <li>➤ Reshmi/Flexo Cloth for Banner with painting &amp; writing.</li> <li>➤ Rope for banners</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rs.-----Per Sq. Feet</li> <li>➤ Rs.-----Per Sq. Feet</li> <li>➤ Rs.-----Per Sq. Feet</li> </ul>
7.	<b>Brass letters (bilingual) with black sheets.</b> <ul style="list-style-type: none"> <li>❖ Upto 1-2"</li> <li>❖ Upto 2-3"</li> <li>❖ Upto 3-4"</li> <li>❖ Above 4"</li> </ul>	<ul style="list-style-type: none"> <li>❖ Rs.-----Per Letter</li> <li>❖ Rs.-----Per Letter</li> <li>❖ Rs.-----Per Letter</li> <li>❖ Rs.-----Per Letter</li> </ul>
8.	<b>Backdrop Frame work in fabric material, Mounted letters (logo as per design complete with writing)</b> <ul style="list-style-type: none"> <li>❖ Welcome panel backdrop</li> <li>❖ Welcome panel backdrop at VIP's alighting point</li> <li>❖ Direction indicator backdrop</li> <li>❖ Backdrop to be used as welcome hording</li> <li>❖ Logo in front of podium</li> <li>❖ Backdrop parking board panel (indicator)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Rs.-----Per Sq. Feet</li> <li>❖ Rs.-----Per Sq. Feet</li> <li>❖ Rs.-----Per Sq. Feet</li> <li>❖ Rs.-----Per Sq. Feet</li> <li>❖ Rs.-----Per Sq. Feet</li> <li>❖ Rs.-----Per Sq. Feet</li> </ul>
9.	<b>Plastic Name Plates for dais</b>	<b>Rs.-----Name plate</b>

5. Details of EMD No. -----dated -----  
amount -----Bank-----

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

*Handwritten signature and date: 24/11/15*