

F.No.15018/1/2016-GA  
Government of India  
Ministry of Environment, Forest And Climate Change,  
(GA Section)

Indira Paryavaran Bhawan,  
Jorbagh, Aliganj, New Delhi  
Dated- 07-12-2016

**NOTICE INVITING TENDER**

**(Closing date: 1500 hours of- 28.12.2016)**

**Tender No. MOEF & CC/2016-17**

Subject:- Annual contract for preparation of Rubber Stamps, Self-Inking Stamps, Name Plates, Sign Board etc in the Ministry of Environment, Forest And Climate Change, Indira Paryavaran Bhawan, Jor Bagh, Lodhi Road, New Dclhi-110003.

Tenders are invite on behalf of the President of India through Sh. S. P. Singh, Under Secretary Ministry of Environment, Forest And Climate Change from the interested Firms/Service providers having requisite experience of preparation of Rubber Stamps, Self-Inking Stamps, Name Plates, Sign Board etc. The total annual cost of tender of **Rs. 2, 00,000/- (Two Lakh)** approximately.

The bona fide Firms/Service providers, who are having experience of carrying out similar nature of work of at least two years to the Ministries /Departments/ Organizations/ PSU/ Corporations of the Government of India etc. need apply.

**2. Terms & Conditions:-**

I. The contract shall be valid for one year from dated of award of contract and can be extended for a period of one more year subject to satisfactory performance.

II. The firm must have at least two years experience in the relevant field in Govt. Departments/PSUs/Corporations.

III. The bidder shall have to furnish to this Ministry self attached copies of the following Documents/Certificates.

(a) Proof of exccuting order of similar nature to the tune of **Rs. 1, 00,000/- (One Lakh)** during each of the last two financial years i.e. 2014-2015 & 2015-2016. Documentary evidence of execution of supply orders signed by an officer not below the level of Section Officer should be produced. Merc production of supply orders would not suffice.



(b) Valid income tax returns, service tax and any other tax, as applicable for the last two financial years i.e. 2014-2015 & 2015-2016.

(c) Details of the firm/company in case of Partnership Firm.

IV. The bid should be submitted in **two covers**; **One** superscribing '**Technical Bid**' and **Second** superscribing '**Financial Bid**' and both the envelopes should be put in another envelope and this envelope should be superscripted "**Tender for supply of Rubber Stamps, Self-Inking Stamps, Name Plates, Sign Board etc**". All the three envelopes are to be duly sealed. Technical Bid and Financial Bid Shall be opened separately. No indication of the Prices shall be made in the Technical Bid.

V. Those interested to bid, to furnish an earnest money of **Rs. 5,000/- (Rupees Five Thousand only)** through a demand draft on any scheduled bank in Delhi/ Delhi NCR drawn in favor of Pay and Accounts Officer, Ministry of Environment , Forest and Climate Change, Government of India, New Delhi along with the quotation (qualifying bid). Quotation received without earnest money shall not be considered.

VI. The performance security for an amount **Rs. 10,000/- (Rupees Ten Thousand only)** shall be deposited by the successful bidder within 7 days of award of contract in the form of bank guarantee in favour of Pay and Accounts Officer, Ministry of Environment , Forest and Climate Change, payable at New Delhi. Performance Security will be discharged after 60 days beyond the date of completion of all the contractual obligations under the contract.

VII. The bid shall be valid for 180 days.

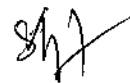
VIII. Tender application without complete documents/ information shall not be considered and liable to be rejected.

IX. No negotiation shall be undertaken with any tender except lowest qualified bidder.

X. The contractor shall enter into an agreement with the MOEF & CC in non-judicial stamp paper of 100/- for providing the service after conveying the decision of award of the contract.

XI. Failure by the service provider / firm to comply with any statutory requirement and terms of contract during the period of validity of the contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the MOEF & CC. Beside the security deposit shall also be forfeited.

XII. In the matter of any dispute between the parties regarding the terms and conditions of the supply of material and execution thereof, the matter shall be referred to an Arbitrator, as may be decided by the Secretary (E&F) or any other officer of MOEF & CC authorized by him, for arbitration under the Arbitration & Conciliation Act, 1986. The firm/supplier shall not question the decision of the arbitrator on ground that the arbitrator is a Government servant(s). The decision of the arbitrator(s) shall be final and binding on the parties.



XIII. The contractor shall have to supply the stamps etc. within three days from the date of receipt of order. In case of failure, a penalty of 500/- per day shall be imposed.

XIV. The L1 bidder shall be decided on the basis of lowest total value of the contract for all items and not on the basis of lowest rates given for individual items as mentioned at **Annexure-I**. The contract shall be given for all items as whole and shall not be splitted in part thereof.

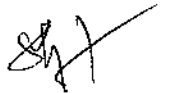
XV. The interested bidders may submit their rates for the items as mentioned at **Annexure-I**.

3. The quotations duly complete and placed in a sealed cover superscribing 'Quotation for supply of Rubber Stamps, Name Plates in the Ministry of Environment, Forests and Climate Change' addressed to the undersigned can be dropped in the Tender Box kept at Ground Floor, Prithivi Block, Indira Paryavaran Bhavan, Jor Bagh, Lodhi Road, New Delhi -110003 latest by **28.12.2016 at 3.00 P.M.**

4. The quotation shall be opened on the same day at 3.30 pm. You or your authorized representative may be present at the time of opening quotations.

5. The Ministry reserves the right to accept or reject all tenders without assigning any reason.

Yours Faithfully



(S. P. Singh)

Under Secretary to the Government of India

011-24695334

**ANNEXURE-1**

S. No.	Name of the work	Rate Per Unit
1.	Rubber Stamps (English/Hindi) per line (Ordinary Wooden Plastic)	
2.	Self Inking Rubber Stamps (English/Hindi) up to seven line (Classic/Turbo Ordinary Plastic)	
3.	Circular Stamps (Ordinary /Computerized) up to 3" inch	
4.	Signature stamps only (Ordinary /Computerized)	
5.	Revolving Date Machine/Stamps complete with office rubber stamps fixed on it indicating 31 days, 12 months and 10 years	
6.	Dater stamps (Ordinary)	
7.	Brass seal of the Ministry "1 inch and 1 ½ inch round or oval	
8.	Brass letters 1" & 1.5" inch Hindi/English per letter (For Name Plates/Board)	
9.	Plastic Sheet 6 mm acrylic per square inch	
10.	Plastic Plates Engraved/Printed 2mm (English/Hindi) per square inch	
11.	Pre-Ink (Computerized) (English/Hindi) per stamp up to seven line	
12.	Pre-Ink (Computerized) (English/Hindi) per stamp up to Five line	
13.	Pre-Ink (Computerized) (English/Hindi) round/oval /square per stamp	
14.	Numbering Machine Automatic per Machine	

Rates should be quoted both in words and figure.

