

No.D-14016/1/2015-Admn.
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi,
Dated 17th February, 2016

Tender Notice

Subject:-Annual Rate Contract for Making Rubber Stamps, Name Plate, Banners, etc.

Ministry of Petroleum and Natural Gas invites sealed rate quotation for annual rate contract for a period of three years from amongst the reputed/experienced firms for various jobs of making of rubber stamps and name plate, banners, etc. The initial contract would be for a period of one year, which may be extended for a further period of two years, one year at a time, on the basis of satisfactory performance and willingness of both the firm and this Ministry. The detail of the Job, terms and condition and the proforma for application are annexed (Annexure "A" & "B")

2. Interested firms may send their sealed quotations Superscripted as "Tender for Annual Rate Contract for making of Rubber Stamps, Name Plate, Banner etc" addressed to Under Secretary (Admn), Room No.311-A, Dr. Rajendra Prasad Road, Shastri Bhawan, New Delhi or drop it in the Tender Box placed at the Facilitation Center, Garage No. 18, Ground Floor, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi **by 03.00 PM on or before 11th March, 2016**. The tender will be opened on the same day **at 04.00 P.M.** The authorized representatives who intend to attend the tender opening are requested to bring a letter of authorization from the their respective firms.
3. Interested firms are required to submit quotation in enclosed proforma (Annexure – "A"). The terms and condition of contract is enclosed at Annexure- "B"
4. The Ministry reserves the right to reject/accept any or all the quotations without assigning any reason therefore.


(Mohan Chandra Bhatt)

Under secretary to Govt. of India

Tel: 2338 7224

Distribution :-

1. Technical Director, NIC, MOPNG with the request to upload the Tender Notice on the web site of the Ministry.
2. Central Public Procurement Portal www.eprocure.gov.in.
3. All Ministries/ Department of Government of India.
4. Firms as per the list.
5. Hindi Section with request to provide the hindi version of the tender notice.

ANNEXURE-"A"

Annual Rate Contract for making of rubber stamps, name plate, Banner & Memento		
<u>S. No.(I)</u>	<u>Rubber Stamp</u>	<u>Rate (Rs.)</u>
1.	English/Hindi Per line	
2.	Round Stamps	
3.	Date Stamps	
4.	Signature Stamps	
5.	Self Ink rubber stamp(Computerize)	
(II)	Brass Letter with Plate	
1.	English letter 1 “	
2.	Hindi Letter 1 “	
3.	English letter 1-1/2”	
4.	Hindi Letter 1-1/2”	
5.	English letter 2”	
6.	Hindi Letter 2”	
7.	Brass Office seal	
(III)	Name Plate	
1.	Brass/Steel Plate per sq. inch	
2.	Computerize Plastic Plate vinyle type per sq. inch.	
(IV)	Banner	
1.	Flax per sq. feet.	
(V)	Fixing of Name Plate	
(VI)	Making of Memento in Silver/Golden Colour (As per sample) *	
<ul style="list-style-type: none">• Sample of Memento may please be seen in Room No. 215(B) “B” wing, Shastri Bhawan between 02.00 P.M. to 05.00 P.M. from 1st to 4th March, 2016.		

ANNEXURE "B"

Terms and conditions for award of Annual Rate Contract (ARC) for making of rubber stamps, name plate, banner etc. for the Ministry of Petroleum and Natural Gas, Dr. Rajendra Prasad Road, Shastri Bhawan, New Delhi

1. The tenderer should be a reputed supplier having sufficient experience in Government Offices (at last 03 years) and expertise in the relevant field as also having sound financial standing i.e. last 02 years' annual turnover should be more than 02 Lakh. Copies of experience certificates from at least 03 Central Governments Ministries/ Departments, Annual Account statement/balance sheet for the last 02 years etc. should be enclosed with the bid. Bid validity period may also be mentioned along with quotation.
2. The tenderer should have a well established office located within a radius of 15 Km. from Shastri Bhawan and a person should be available on all working days between 09.00 a.m. to 05.30 p.m. on call of the Ministry.
3. The tenderer should provide the name and telephone/mobile number of person, who can be contacted at any time, even beyond office hours and on holidays. The tenderer should be capable to arrange the supply of ordered items, even at a short notice.
4. The office will have the authority to place orders for supply of items beyond office hours and on holiday, for which, no additional payment will be made.
5. No separate charges shall be paid for delivery of goods to the premises of Ministry of Petroleum & Natural Gas, Shastri Bhawan or any place in NCT of Delhi as desired by the Ministry.
6. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
7. The rate should be quoted in order of articles mentioned in annexure-"A" to this tender notice and submit along with a Demand Draft of Rs.2000/- (Rupees Two Thousand Only) drawn in favour of "D.D.O., Ministry of Petroleum and Natural Gas, New Delhi" as EMD. The EMD will be returned after finalization of the contract. Any tender that is received without the EMD money will be rejected outright. EMD will be forfeited, in case any firm desires to withdraw their bid, after its receipt in the Ministry.
8. Tenders incomplete in any form or received unsealed are liable to be rejected outright and in toto. Terms and conditions that any tenderer wishes to specify should be clearly stated in the bid itself.

9. Sealed Tender complete in all respects should be dropped in the tender box placed near the Gate No. 3, Facilitation Center, Garage No. 18, Ground Floor, Ministry of Petroleum and Natural Gas, Shastri Bhawan, New Delhi **by 03.00 PM on 11th March, 2016. The tenders received will be opened at 04.00 PM on the same day.** The tenderer, if they so desire, may depute their representative to be present at the time of opening the tenders.
10. This Ministry will have full authority to reject any/all offers without any reason thereof. Any enquiry after submission of the quotation will not be entertained.
11. The time limit given by the Ministry to the contractor must be adhered to invariably, in all jobs, irrespective of the quantity or quality ordered.
12. The rates will include all charges together with the supply costs in the premises of Ministry of Petroleum and Natural Gas at Shastri Bhawan and the residence of higher officers in Delhi/New Delhi, if so required.
13. The Ministry reserves the right to terminate the contract at any point of time if the services are not found to be satisfactory. The decision of the competent authority of the Ministry of Petroleum & Natural Gas will be the final in this regard.
14. The successful contractor has to replace and make good of any damaged or defective work at his own cost within reasonable time as decided by the Ministry of Petroleum and Natural Gas.
15. A copy of TIN No./VAT No./PAN No. may also be enclosed with the quotation.
16. The successful tenderer will have to deposit a security deposit of an amount of Rs.5000/- (Rupees Five Thousand only) as Performance Security drawn in favour of "D.D.O., Ministry of Petroleum and Natural Gas, New Delhi", valid for a period of 60 days more than the period of contract or the extended period of contract as the case may be. The performance security will be returned after successful expiry of contract. The Ministry will not pay any kind of interest for the said period. The performance security of Rs.5000/- will be forfeited if the firm does not provide satisfactory service and the decision of Dir.(Admin)/ DS(Admin) will be final in this regard.

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