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LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECRETARIAT, DELHI-110094.

F.No.16(07)/2021/LAS/CT: 5413

Dated: 08/07/2021

To

1. M/S Babu Ram Pal, E-207, Dakshin Puri, New Delhi-110062.
2. M/S Vijay Graphic, A-113, Amar Puri, Ram Nagar, Paharganj, New Delhi.
3. M/S Anil Kumar Singh, 258, Saidulla Jab, Western Marg, Near (RTDC) Saket, New Delhi.
4. M/S A.S. Enterprises, B-20/1423, 1st Pusta, Sonia Vihar, Delhi.
5. M/S Pawan Enterprises, S-557, Hira Complex School Block, Shaker Pur, Delhi-110092.
6. M/S Jeet & Company, B-1314/18, 1st Pusta, Sonia Vihar, Delhi-110094.
7. M/S Print Media, 2044, Gali No.-6, Chuna Mandi, Pahar ganj, Delhi.
- ✓ 8. Computer Cell of DVS for uploading on departmental website.
9. Notice Board of DVS.

Subject: Regarding invitation of quotations for rate of preparation of Name Plates, Stamps etc.

Sir,

The Delhi Legislative Assembly Secretariat intends to award the work of Annual Service/Supply Contract for preparation/Supply of Name Plates, Stamps etc. Therefore, you are requested to provide/submit the rates in **Annexure 'A'** in sealed quotation for the said work. The approved rates of L-1 Bidder shall be valid for the period of Two year operative from the acceptance of the rates by the Assembly Secretariat.

The rates of quoted items in sealed quotations in favour of "Head of the Office/Dy. Secretary, Delhi Legislative Assembly Secretariat" should reach to the undersigned on or before **07/08/2021 at 3.00 P.M.** positively and the quotations will be opened on the same date i.e. **07/08/2021 at 3.30 P.M.** by the Purchase Committee in presence of bidder (s) if any.

All papers to be submitted and terms & conditions in token of having accepted them should be signed by the Proprietor of the firms.

Yours faithfully,


MUKESH C. SHARMA
DEPUTY SECRETARY(CT)

Annexure A

S.No.	Name of the Items	Unit/ Basic	Amount in Rs. (Inclusive of all taxes)
1.	Name Plate	Stainless Steel	Rs. _____ Per Sq. Inch.
		Brass letter plate	Rs. _____ Per Sq. Inch.
		Sub. mica/Acrylic Sheet	Rs. _____ Per Sq. Inch.
2.	Stamp	Self Ink	Rs. _____ Per Pc.
		Pre-Ink	Rs. _____ Per Pc.
		Shiny Stamp/ Mini/Pre Stamp	Rs. _____ Per Pc.
		Rubber Stamp with Plastic/ Wooden handle	Rs. _____ Per Line.
		Dater Stamp in Wooden/Plastic handle	Rs. _____ Per Pc.
3.	Vinyl Name Plate on Plastic		Rs. _____ Per Sq. Inch.
4.	Flex Banner/Hoarding	Iron	Rs. _____ Per Sq. Ft.

20

TERMS & CONDITIONS

01. Sealed quotations are invited from the reputed Firms/Institutions having GST number. The sealed quotation on the prescribed performa duly filled in and addressed to the Head of the Office/Deputy Secretary, Delhi Legislative Assembly Secretariat.
02. Quotation should be marked in envelope "QUOTATION FOR PROVIDING NAME PLATES, STAMPS ETC".
03. The quotation must accompany with DD of Rs. 6000/- (Rs. Six Thousand Only) drawn in favor of "DDO, Delhi Legislative Assembly" as EMD. The EMD of the all the bidders shall be refundable. Quotations without EMD shall not be entertained.
04. The firm whose quotation will be accepted being the L-1 Bidder shall deposit Performance security for an amount of Rs. 15,000/- (Rs. Fifteen Thousand Only) in any of the following forms i.e. an account Payee DD or Fixed Deposit receipt from a Commercial bank, or bank Guarantee from a commercial bank in favour of DDO, Delhi Vidhan Sabha within 10 days from the date of issue of award of work by this Secretariat. No interest will be payable on this amount. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the government and the firm shall be blacklisted in addition to termination of the contract.
05. The contract/rates shall be valid upto the period of Two Year from the date of issuance of work order by this Secretariat. The Secretariat shall reserve the right to curtail or extend the validity of contract on year-to-year basis on the same rates and Terms & Conditions at the discretion of the Secretariat.
06. The column shall be clearly filled in ink legibly or typed and the tenderer shall take care that the rate and amount may be written in such a way that Interpolation is not possible.
07. The estimated value of the said work of all items as mentioned above is Rs. Three to Five Lac Only on presumption basis and the same depends upon the actual requirement.
08. No advance payment will be made and the payment will be made only after completion of work.
09. Since the said service is usually required in the Secretariat on very emergent basis, the service/supply should be executed within prescribed period of time i.e. within 02 days of placement of Supply order.
10. The Secretariat shall reserve the right to terminate the contract at any time if the services are not found satisfactory.
11. Payment will be released within one month from the submission of bills as per satisfaction at user end.

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12. In case of urgency of the said works, if the firm fails to carry out the works, the contract will be terminated.

13. If the quality of the service/works does not found upto the mark, penalty as decided by the Competent Authority will be imposed in addition to termination of the contract.

Arbitration

14. In the event of any question, dispute or difference arising between the parties relating to the interpretation and applications of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.

15. The venue for arbitration will be New Delhi.

Documents to be submitted

16. The prospective bidders shall furnish the following documents alongwith the quotations:

- a. Self attested copy of PAN No & GST No.
- b. An undertaking to this effect that the Agency has not been blacklisted by any of the Department/Organizations of the Govt. of India/Govt. of NCT of Delhi and no criminal case is pending against the said firm.
- c. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

Handwritten signature