

**LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECTT., DELHI**

F.No.16(93)/2016/LAS/CT/ 2577

Dated : 7/11/16

To

✓ Computer Cell of DVS for uploading on departmental website.

**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 with this Sectt. for the period of One 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 **29/11/2016 at 3.00 P.M.** positively and the quotations will be opened on the same date i.e. **29/11/2016 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,


MANJEET SINGH
Deputy Secretary (CT)

Annexure A

S.No.	Name of the Items	Quality	Rate quoted for Nameplates @ per Sq. Inches and for Stamps @ per Sq..		Total Amount (in figure and inWords) (in Rs.)(Inclusive of all taxes)
			In Figure	In Words	
1.	Name Plates	Stainless Steel			
		Brass letters and Sun mica/Acrylic Sheet			
2.	Stamps	Self Ink			
		Pre-Ink			
		Shiny Stamps/Mini/Pre Stamps			
		Rubber Stamps with Plastic/Wooden handle			
		Dater Stamps in Wooden/Plastic handle			
3.	Vinyl Name Plate on Plastic				
4.	Flex Banner				
5.	Hordings	Stainless Steel			

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TERMS & CONDITIONS

01. Sealed quotations are invited from the reputed Firms/Institutions those are having VAT/Service Tax number. The sealed quotation on the prescribed performa dully filled in and addressed to the Head of the Office/Deputy Secretary, Delhi Legislative Assembly Secretariat.
02. Quotation should be marked on envelope "QUOTATION FOR PROVIDING NAME PLATES, STAMPS ETC".
03. The quotation must accompany with DD of Rs. 2000/- (Rs. Two Thousand Only) drawn in favor of "DDO, Delhi Legislative Assembly" as EMD. The EMD of the all the bidders shall be returned. Quotations without EMD shall not be entertained.
04. The firm whose quotation is accepted being the L-1 Bidder shall deposit Performance security for an amount of Rs. 5,000/- (Rs. Five 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 One 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. One Lac Only is 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 works
09. Since the said service 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 of user end.
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 & TIN 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.

