

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

F.No.16(03)/2014-15/LAS/CT/ 2066

Dated : 7-5-15

To

1. M/S A.S. Enterprises, B-1423, Gali No. 20 Ist Pusta, Sonia Vihar, Delhi-110094
2. M/S Jeet & Co., B-1314, Gali No. 18, Ist Pusta, Sonia Vihar, Delhi.
3. M/S Pawan Enterprises, S-557, Hira Complex, Shaker Pur, Delhi.
4. M/S Print Media, 2820/5, Chuna Mandi, Pahar Ganj, New Delhi 110055
5. M/s Vijay Graphics, A-113, Aman Puri, Ram Nagar, Pahar Ganj, New Delhi.
6. Computer Cell of DVS for uploading on departmental website.
7. Notice Board of DVS.

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

The Delhi Legislative Assembly Secretariat intends to award the work of Annual Service/supply Contract for preparation/supply of Name Plates, Stamps, Banners and Hording glancing over the huge requirement on urgent basis. Therefore, you are requested to provide/submit the rates in form of sealed quotation for preparation of below mentioned items as per proforma detailed below. The approved rates of L-1 Bidder shall be valid with this Sectt. for a period of One year from the acceptance of the rates by the Assembly Secretariat. The estimated value of the work of one year is upto Rs. 1 Lacs (One Lacs) approximately. The quantity for printing/preparing of the below mentioned items will be on the basis of requirement time to time.

1085/RST/LA
13/7/15

S. N o.	Name of the Items	Quality	Rate quoted for Nameplates @ per Sq. Inches and for Stamps @ per Sq. .		Vat	Total Amount (In figure and in word)
			In Figure	In word		
1.	Name Plates	Stainless Steel				
		Brass letters and Sun mica/Acrylic sheet				
2.	Stamps	Self Ink				
		Pre-Ink				
		Shiny Stamps/Mini/Pen Stamps				
		Rubber Stamps with Plastic/wooden handle				
		Dater Stamps in Wooden/Plastic Handle				

(Signature)

3.	Vinyal Name Plate on Plastic					
4.	Flex Banner					
5.	Hordings					

The rates of quoted items in sealed quotations must be submitted in favour of "Head of the Office/Dy. Secretary, Delhi Legislative Assembly Secretariat" on or before **20/07/2015 at 3.00 P.M.** positively. The quotations will be opened on the same date i.e. **20/07/2015 at 3.00 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,



(LAL MANI)

Deputy Secretary/HOO

TERMS & CONDITIONS

1. Sealed quotations are invited from the reputed Firms/Institutions who are having VAT/Service Tax 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".
2. Quotation should be marked on envelop "QUOTATION FOR PROVIDING OF NAME PLATES AND STAMPS".
3. The firm whose quotation is accepted being the L-1 Bidder shall deposit Performance Security for an amount of Rs. 4,000/- (Four Thousand Only/-) in any of the following forms i.e. an Account Payee DD or Fixed Deposit receipt from a Commercial Bank, or Bank Gurantee 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 the termination of the contract.
4. 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 to extend the validity of contract on year-to-year basis on the same rates and terms & conditions at the discretion of the Secretariat.
5. The column shall be clearly filled in ink legibly or typed and the tenderer shall take care that the rate may be written in such a way that Interpolation is not possible.
6. The estimated value of the said work of all items as mentioned above is Rs. One Lacs just on presumption basis and the same depends upon the requirement.
7. No advance payment will be made and the payment will be made only after completion of works
8. Since the said material usually required in the Sectt. on very emergent basis, the supply should be executed within prescribed period of time i.e. within 02 days of placement of supply order.
9. The Secretariat will reserve the right to terminate the contract at any time if the services are not found satisfactory.
10. Payment will be released within one month of received of items & bills as per satisfaction of end user.
11. In case of urgency in the matter, if the firm fails to supply the said material within prescribed time limit from the issue of supply order, the contract will be terminated.
12. If the quality and size of the material does not found upto the mark, penalty as decided by the Competent Authority will be imposed in addition to termination of the tender



Arbitration

13. 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.

14. The venue for arbitration will be New Delhi.

Documents to be submitted

15. The prospective bidders shall furnish the following documents alongwith the quotations;

- a. Self attested copy of PAN, TIN No & Service Tax 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.

