

F. No. D-25011/02/2016-Genl.
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(General Section)

Nirman Bhawan, New Delhi

Dated: 1st Mar, 2017

To,

As per list

Subject: Quotation for Annual Rate Contract for supply of Rubber stamps and Names Plates Dte. GHS.

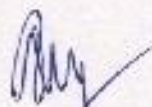
Dear Sir,

The undersigned is directed to invite quotations from original manufacturer or the authorized sales and service dealers for Annual Rate Contract for supply of Rubber Stamps and Name Plates in the Directorate General of Health Services in the Performa at Annexure-I. Detailed terms and conditions will be as under:-

2. The terms & Conditions of the ARC would be as under:-

- (a) The Annual Rate Contract initially will be for the one year. The Contract may be extended on year to year basis for two more years at the same rates, terms & conditions.
- (b) The firm will ensure that the items given are of good quality and approved by the users. Any items, if found defective, will not be accepted.
- (c) Payment of bill will be made on receipt of pre-receipted bills (in triplicate) on quarterly basis. No advance payment shall be made under any circumstances.
- (d) Payment would be made as per actual items supplied/ work done which is certified by the Officers concerned.
- (e) The Directorate General of Health Services reserves the right to accept or reject any or all the bids in full or in part without assigning any reason.
- (f) This Directorate reserves the right to terminate the ARC in full or part at any time during the contract period if the services of the contractor are not found satisfactory without assigning any reason whatsoever and without any compensation to the firm. The decision of the competent authority in this context shall be final and binding on the firm.
- (g) For any dispute, the decision of Dy. Director Admn. (G), Dte.GHS shall be final and binding on the tenderer.
- (h) The rate quoted must be in whole rupee.
- (i) The successful bidder/ awardee will have to visit General Section on every Wednesday and Friday to collect the requisition for making stamps/ name plates etc. and have to deliver the finished items on Friday and Monday respectively.

(1/3)



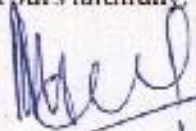
- (j) All pages of tender documents should be signed and properly numbered and total number of pages must be indicated on the forwarding letter.
- (k) Quotations should be made in the letter head of the firm, with complete address, Tel No., Mob No. of the contact person, PAN No./ TIN No./ Service Tax No. etc.
- (l) No negotiation with bidder shall be held after bids are opened. However, this Directorate reserves the right to negotiate only with the L-1 Tenderer. Directorate can opt for the agency who is L-1 for maximum number of items as per quoted price and will negotiate for supply of items at L-1 rates or in respect of left out items in which it is not L-1. The decision of the competent authority in the Directorate in this regard shall be final.
- (m) In case more than one bidder quotes the same rates, resulting in a tie, the lowest bidder will be decided on the basis of highest turnover during the last three years.
- (n) The bidding firm shall not be at liberty to incorporate any condition from their end in respect of this tender or during contract period.
- (o) Tender should be accompanied by Earnest Money Deposit (EMD) of ₹ 2,000/- (Rupees Two Thousand only) in the form of Demand Draft drawn in favour of PAO, Dte. GHS, Nirman Bhawan, New Delhi otherwise, tender will not be considered. Earnest Money Deposit of unsuccessful tenders will be returned immediately after finalization of contract.
- (p) The EMD may be forfeited in the following cases:-
- (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder
 - (a) Fail to accept the award letter based on his offer (bid);
 - (b) Fail to furnish required Performance Security Deposit in accordance with the terms of Tender Document within the time frame specified by the Client; or
 - (c) Fail to refuse to honour his own quoted rates for the services or part thereof.
- (q) The Successful contractor will have to deposit performance Security of ₹ 5000/- in the form of Bank Guarantee/ Fixed Deposit Receipt from a Commercial Bank in an acceptable form and valid for the period of contract. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The Directorate reserves the right to hold the negotiations with the agency which has quoted lowest rates in maximum number of items as indicated in the Annexure-I.
- (r) Any financial loss caused by the awardee in respect of the supply of these items would be deducted from the Security Deposit of ₹ 5000/- (Rupees Five Thousand only) to be submitted after accepting the contract.
- (s) Quotation should indicate rates for rubber stamps/ self inking stamps/ perma stamps/ name plates or for all the items inclusive of all taxes. The rates should be submitted in the Company's Letter-Head in the Proforma at Annexure-A.
- (t) **Only printed quotation will be considered, hand written quotation will not be accepted.**

(2/3)



- (u) Sealed quotations super-scribed as "QUOTATIONS FOR ANNUAL RATE CONTRACT FOR SUPPLY OF **Rubber Stamps and Name Plates** ETC." and addressed to the Dy. Director (Genl.), Dte. General of Health Services, Nirman Bhawan, New Delhi. The sealed quotation may be dropped in the Tender Box at **Dak window, CR Section, behind Gate No. 6, Nirman Bhawan, New Delhi** up to 3.00 PM on or before 22.3.2017. The quotations will be opened on the same day at 3.30 PM in the office of Dy. Director (Genl.), Room No. 561-A, Nirman Bhawan, New Delhi in the presence of the representatives of the tenderer who may wish to be present.

Yours faithfully,


(R.K. Ahluwalia) 1/3
Dy. Director (Genl.)
Tel. 23063539

Copy to:-

Receptions officer-Gate No.6, Nirman Bhawan with the request to allow one representative each of the firm to attend the tender opening.

ANNEXTURE-I

Quotation for Annual Rate Contract for supply of Rubber Stamp & Name plate

S.No.	Description of work	Rate quoted in Rupees(word & figures both)
1.	Rubber stamp (bi-lingual) (i) 8 lines (ii) 4 lines (iii) per line (in case of less than 4 lines or above 8 lines)	
2.	Perma stamp (bi-lingual) Size 45/14 mm Size 48/18 mm Size 60/20 mm Size 60/32 mm Size 65/40 mm	
3.	Revolving date/machine stamp complete with Office stamp fixed in it indicating 31 days, 12 months & 10 years (bi-lingual) good quality	
4.	Brass seal with govt. emblem for sealing purpose	
5.	Self inking (bi-lingual) stamp (i) 8 lines (ii) 4 lines (iii) per line	
6.	Name plate – Plastic (bi-lingual) Size 12X4 inches	
7.	Brass name plate on wooden/plastic boards (Hindi/English) Size 1.5 inch Size 2 inch In case the base plate/wooden plank (on which the brass letters are fixed), is chargeable, the same should be mentioned)	
8.	Circular stamp (bi-lingual) Rubber stamp Self inking stamp	
9.	Perma Stamp (Circular) Size 30/30 mm Size 40/40 mm	

Note: Service Charges/Tax and any other taxes chargeable in addition to the rates should be clearly mentioned.

