

Advertisement

Sub:- Quotation for providing Stamps, Nameplates & Banners etc.

This office is interested to award to engage services of an agency for the work of Stamps, Nameplates & Banners etc. as per specimen enclosed for a period of one year.

If interested, you are requested to submit your quotation in the attached Proforma in a sealed cover super scribing "Quotation for Stamping" addressed to Joint Secretary (Admn.) , CSIR Anusandhan Bhavan, Rafi Marg, New Delhi-110001 up to 2.30 p.m. on 19.9.2014. The quotations will be opened on the same day at 3.00 p.m. in the presence of the representatives of the firms , if any. Quotation should be dropped in the tender box placed at the Reception and an entry shall be made in the register.

Rates should hold good for the work related to current financial year i.e. 2014-15. Quotations received after due date and time will be rejected.

Joint Secretary (Admn.) CSIR reserves the right to reject any or all the quotations or to accept any or all the quotations wholly or partially without assigning any reasons thereof.

Sr.Deputy Secretary (CO)

Council of Scientific & Industrial Research
2, Rafi Marg, Anusandhan Bhawan
New Delhi-110001.

CSIR an autonomous body under Ministry of Science & Technology, having its headquarters at Anusandhan Bhawan, 2 Rafi Marg, New Delhi, wishes to invite quotations from reputed agencies for the work of Stamps, Banners and Nameplates etc. in respect of this office for the financial year 2014-2015. The terms and conditions for the above work are as follows:-

1. Details/scope of work:-

Work for providing Stamps, Banners, Nameplates etc. (details of items are given below) in this office will be given for a period of one year w.e.f. date of issue of award letter:-

Sl. No.	ITEMS	Rate/s are to be quoted by firm
1	Ordinary Stamp size 60x20	
2	Ordinary Stamp size 50x20	
3	Ordinary Stamp size 35x20	
4	Ordinary Stamp size 60x38	
5	Plastic Plate size 12 inch x 4 inch	
6	Cotton Banner size 3ml x 1ml	
7	Flex Banner Size 3ml x 1 ml	
8	Brass Letters (Inch) 1	
9	Self Inking Stamp size 62 x 23	
10	Self Inking Stamp size 50 x 20	
11	Pre-Ink Stamp size 62x22	
12	Pre-Ink Stamp size 48x18	
13	Pre-Ink Stamp size 62x32	
14	Steel Plate/Brass plate size 12x4 inch	
15	Date with address ordinary	
16	Steel Letters (Inch) 1/2/5/10	
17	Brass Letters (Inch) 2/5/10	
18	Stickers size 8 inch	

2. Eligibility criteria:-

Your firm should have experience of at least three similar type of works in Central/State Government organizations/PSU. Necessary documents in support of experience may be provided along with the quotation.

3. The facilities and inputs which will be provided to you:-

You will be provided related documents for the items listed at para 1 in writing. You have to make your own arrangements for collection of the orders and deliver the items at our office premises.

4. Payment module-

No extra charges will be paid for collection & delivery for items. Payment will be made on production of pre-receipted bills along with proof of delivery of items listed at para 1 subject to certification of bills by the concerned official(s).

5. Time period for execution of work:-

Allotted work should be completed within a period of seven days from date of handing over of work. In the event of delay, CSIR reserves the right to impose penalty on you. Repeated delays may lead to cancellation of the contract.

6. Undertaking for mistakes/delay in providing items listed at para 1:-

You are required to give an undertaking on Rs.100/- non-judicial stamp paper for rectifying mistakes done by you without any extra charges.

7. EMD:-

You are required to deposit a sum of Rs 2000/- as EMD in the form of DD in favour of Joint Secretary (Admn.) CSIR payable at New Delhi at the time of submission of quotation. EMD of unsuccessful firms will be refunded after the award of work and EMD of successful firms will be refunded on completion of work satisfactorily after the end of contract period.

8. Settlement of Disputes:-

In case, any dispute or difference arises between the parties regarding terms & conditions of the contract for providing items listed at para 1, it shall be referred to the Sole Arbitration of a person nominated by DG, CSIR as such arbitrator. The venue of arbitration shall be New Delhi. The award of the Arbitrator shall be final and binding on both the parties and the arbitration proceedings shall take place under the Arbitration & Conciliation Act, 1996 or any other statutory modification thereof. The cost of the arbitration proceedings shall be equally shared between the parties.

Kindly send your sealed quotations to the following address on or before 12th Sep 2014 by till 2.30 PM. Quotations will be opened on the same day at 3.00PM in Room No.14. You can send your representative or be present at the time of opening quotations.

Address:-

Council of Scientific & Industrial Research Section Officer
Room No.14, Ph: 23710423
2, Rafi Marg, Anusandhan Bhawan
New Delhi-110001.