

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION; CARE TAKING BRANCH**  
**ROOM NO: - 256, OLD SECTT.DELHI-110054**

F.1/CTB/246/2019-20/Part -1/928

Dated:- 27/07/2021

S.No.	Name of the Firm
1	OS (IT)

**Sub:- Limited Tender Enquiry regarding (printing of polarized identity cards, rubber stamps, name plates, letter pads visiting cards etc) for the use of officers/officials of Dte. of Education.**

Sir

The Directorate of Education intends to call limited quotations for 'regarding printing of polarized identity cards, rubber stamps, name plates, letter pads visiting cards etc for the use of officers/officials of Dte. of Education from above noted firms. The detail terms & Conditions are as under:-

**SCOPE OF WORK:-**

In continuation, it is to submit that a regarding (printing of polarized identity cards, rubber stamps, name plates, letter pads visiting cards etc) for the use of officers/officials of Dte. of Education GNCT Delhi

S.N	Item Description	Rate (Included all Taxes)
1	Steel etching name plate	
2	Brass etching name plate	
3	Brass letter name plate black sheet 5mm & mm	
	Brass letter 1 ½ inch Hindi	
	Brass letter 1 inch Hindi	
	Brass letter 1 ½ inch English	
	Brass letter 1 inch English	
4	Venial Name plate & Board	
5	Rubber Stamp in plastic handle	
6	Round Stamp in plastic handle	
7	Perma pre-inked self ink rubber stamp	
8	Self ink date stamp	
9	Ordinary Date Stamp	
10	Self inking stamp dater	
11	Ordinary Dater with stamp	
12	Polarized Identity Card	

13	DO Letter pads	
14	Visiting Card	
15	I card Cover (Plastic)	
16	I Card Ribbon 20mm	

### **Technical Terms & Conditions**

1. The agency shall submit the following documents along with quotation:-
  - I. Self attested copy of GST Registration of the Company/Firm.
  - II. An Undertaking to the effect that the Agency has not been blacklisted by any of the Department/Organizations/autonomous bodies/undertaking of the Govt. of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency.
2. Each and every document submitted along with the quotation should be signed by the Prop./partner/Authorized signatory.
3. Any person who is in Government service or an employee of the Department should not be made a partner to the contract, by the tenderer directly or indirectly in any manner whatsoever.
4. The Department reserves the right to cancel the tender or to without payment in the event of non-commencement or unsatisfactory performance by the agency. In such an eventuality, the Department further reserves the right to get the work done from open market at the cost of the agency. Agency may be blacklisted by the Government for a period of three years to participate in any type of tender & his security money shall also be forfeited.
5. If any information furnished by agency is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited including black listing of agency.
6. The Department reserves the right to terminate the tender at any time without assigning any reason.
7. The agency shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable to pay on account of the negligence of the agency or any person under his control whether in respect of accident, injury to the person or damages to the property of this department or and against all damages and demands thereof.

8. In the event of specified date of opening of tender having been declared as a holiday, the tender shall be opened at the same place and same time on next working day.
9. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the NIQ or otherwise the matter shall be referred to the Arbitrator nominated by the Chief Secretary, Delhi. The Courts at Delhi/New Delhi shall have the exclusive jurisdiction in connection with any dispute/litigation arising out of this tender.

**Financial Terms & Condition**

1. The agency is required to submit their PRICE BID in following format:-

**PRICE - BID**

<b>S.N</b>	<b>Item Description</b>	<b>Rate (Included all Taxes)</b>
1	Steel etching name plate	
2	Brass etching name plate	
3	Brass letter name plate black sheet 5mm & mm	
	Brass letter 1 ½ inch Hindi	
	Brass letter 1 inch Hindi	
	Brass letter 1 ½ inch English	
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11	Ordinary Dater with stamp	
12	Polarized Identity Card	
13	DO Letter pads	
14	Visiting Card	
15	I card Cover (Plastic)	
16	I Card Ribbon 20mm	

2. The rate should be offered exclusive of all taxes, duties levies etc. and no claim on any account shall be entertained.

3. The rate shall be valid during entire work period i.e. with effect from the date of issue of work order and on same terms and conditions.
4. The L -1 bidder will be selected on the basis of veerall Lowest Rate.
5. Successful agency will have to submit Performance Security @ 3% of value of work in the form of Fixed Deposit Receipt/Bank Guarantee from any of Scheduled bank in favour of Director, Directorate of Education, Delhi along with a signed contract/agreement within 07 days from the date of award of work order, to provide the above work at the approved rates up to the validity of tender.
6. The payment towards the contract will be made on monthly basis. For this purpose the contractor will have to submit bills well in time.
7. In view of above, you are requested to submit you quotations (Price Bid in prescribed format and other technical documents as sought above in a sealed big envelop scribed as 'regarding printing of polarized identity cards, rubber stamps, name plates, letter pads visiting cards etc) for the use of officers/officials of Dte. of Education GNCT Delhi.
8. The quotation must be reached to Caretaking Branch latest by 04.08.2021 (4:00pm) and it will be opened on the same day at 04:30pm. Delayed quotation will not be entertained and no further correspondence will be made in this regard.

  
(Dr. KULWANT KAUSHIK)  
OSD (CTB-SS)

Copy to:-

1. Notice board of CTB.
2. OS(IT) to upload the same on website of department