

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER: FOOD SUPPLIES & CONSUMER AFFAIRS
K - BLOCK:VIKAS BHAWAN:I.P. ESTATE: NEW DELHI - 110002.
(GENERAL BRANCH)**

No. F1(485)/CFS/Gen/09-10/

Dated

To,

M/S _____

_____ ,

_____ ,

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

The Department of Food, Supplies & Consumer Affairs, GNCTD intends to award the work of Annual Service/supply Contract for preparation/supply of Name Plates and Stamps 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 will be valid with the Department for a period of One year from the acceptance of the rates by the Department. The estimated value of the work of one year is upto Rs. 1 Lacs (One Lacs) approximately. The quantity for printing of the below mentioned items will be on the basis of requirement time to time.

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 n 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				

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The rates in sealed quotations in favour of “Commissioner, Department of Food Supplies & Consumer Affairs, GNCT of Delhi” should reach to the undersigned on the following terms & conditions on/before 29th October, 2010.

➤ **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 Secretary-cum-Commissioner, Department of Food, Supply & Consumer Affairs, K-Block, Vikas Bhawan, Delhi.
2. Quotation should be marked on envelop “QUOTATION FOR PROVIDING OF NAME PLATES AND STAMPS”.
3. The contract/rates shall be valid upto the period of One Year from the date of acceptance of the rates by the Department. The Department 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 Department.
4. 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.
5. The estimated value of Rs. One Lacs is for all the items as mentioned above just on presumption basis and the same depends upon the requirement.
6. No advance payment will be made.
7. Since the said material usually required in the Department on very emergent basis, the supply should be executed within prescribed period of time i.e. within 05 days of placement of supply order.
8. The Department will reserve the right to terminate the contract at any time if the services are not found satisfactory.
9. Payment will be released within one month of received of items & bills as per satisfaction of end user.
10. 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.
11. 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

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12. The prospective bidder shall furnish the following documents along with the quotations

- a. Self attested copy of PAN No. card under Income Tax Act;
- 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.

FSO (General)

(Biju Raj.E)