

No.F.7(10)/2013- A&P
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,
New Delhi
Dated: 8th July, 2013

To

-----,
-----.

Subject:-Procurement of Shields/ Trophies/ Mementos for various Prize Distribution Functions organised by the Ministry of Parliamentary Affairs from time to time- Quotation thereof.

Sir,

This Ministry intends to procure Shields/ Trophies/ Mementos for various Prize Distribution Functions of Youth Parliament Competitions for Kendriya Vidyalayas/ Jawahar Navodaya Vidyalayas/ Delhi Schools/ Universities organised by the Ministry of Parliamentary Affairs from time to time. Generally, four Prize Distribution Functions are held each year by this Ministry. It is proposed to enter into Rate Contract initially for a period of one year from the date of contract with genuine/ reputed suppliers for supplying various type of Shields/ Trophies/ Mementos as per the requirement on the basis of following terms and conditions:-

- i) The bidder should be an Indian Company/ firm engaged in manufacturing/ supplying of Shields/ Trophies/ Mementos to various Ministries/ Departments of Government of India/ Government of NCT of Delhi and having its office/ branch office in Delhi/ NCR.
- ii) The bidder should not have been blacklisted by the Departments/ Ministries of the Govt. of India/ PSUs/ State Govt. A declaration to this effect has to be submitted by the bidder.
- iii) Each bidder is required to submit a copy of each of the certificate (i) VAT/ TIN Registration Certificate, (iii) Copies of Income Tax Return filed for last three years, (iv) Copies of audited A/C Statements for the last three years, failing of which their bids will be summarily rejected.
- iv) Bidder should have minimum three years experience of supplying Shields/ Trophies/ Mementos in bulk to the Departments/ Ministries of the Government of India/ State Government (Copies of two purchase orders received from Govt. Depts./ PSUs during each of the last three years should be enclosed).

Cont... 2/-

- v) Interested bidders may contact Shri Anil Kumar, Section Officer (YP), Ministry of Parliamentary Affairs (Telephone No.23034759) for the samples and requirement of various Shields/ Trophies/ Mementos required from time to time and **quote unconditional rates** alongwith engraving of Function details on the Shields/ Trophies/ Mementos and packing thereof, accordingly. Cutting/ overwriting, if any should be countersigned by the tenderer.
- vi) The supplier will be responsible for delivery of the goods in good condition on the date and the place selected by this Ministry in New Delhi, at his own risk and cost.
- vii) The owner/ firm should be available on telephone and also on mobile so as to enable this Ministry to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
- viii) The quantities of the Shields/ Trophies/ Mementos to be procured have not been specified, as the procurement is to be made as and when a Prize Distribution Function is organised.
- ix) If the Shields/ Trophies/ Mementos supplied is found to be of substandard quality, the same will be returned and the Ministry will not be responsible for any loss to the concerned supplier for such supply. Moreover, **such suppliers may be penalized including blacklisting of the concerned firm by this Ministry.**
- x) This Ministry reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
- xi) If the services of supplier are found unsatisfactory or he is not able to supply the goods as per our requirement, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy the Ministry that the supplies will be made immediately.
- xii) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificate from their earlier clients of reputed organizations mentioning the name, designation and telephone No. of the officers of those department. A photocopy of the PAN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.**

- xiii) Bids should be accompanied with a Demand Draft/ Bankers Cheque favouring **PAO, Cabinet Affairs, New Delhi for Rs.5,000/- (Rupees Five Thousand only)** as earnest money, which will be retained by this Ministry as performance guaranty till the contract remains in force. The earnest money of the unsuccessful bidders will be refunded.
- xiv) After entering into contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract. However, if the rate of any item decreases, the supplier shall pass it on to the Ministry. **The vendor, who declines to supply any item at contracted price, will be penalised as per discretion of the Ministry besides to bar them from entering into any contract in future.**
- xv) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full.
- xvi) This Ministry reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this Ministry in this regard shall be final and binding on all. It shall not be obligatory on the part of the Ministry to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder.
- xvii) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

If the above terms and conditions are acceptable, quotations in a sealed cover superscribed "QUOTATION FOR PROCUREMENT OF SHIELDS/ TROPHIES/ MEMENTOS" may be deposited in the tender box kept in the custody of SO(A&P), Room No.93, Parliament House (Ph. No.23034755) latest by 25th July, 2013 upto 3.00 P.M. Quotations received till then shall be opened in the presence of duly constituted committee on 25th July, 2013 at 3.30 P.M. in Room No.92, Parliament House, New Delhi.

Yours faithfully,

(Rameshwar Prasad)
Under Secretary to the Govt. Of India
Tele. No. 23034899