

F.No. 32-17/2018-CCRAS/Admn.



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
61-65, संस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जानकपुरी, नई दिल्ली-110058

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

ग्राम : आयुष
Gram : "AYUSH"
Fax : 28520748
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Sub: Tender for awarding rate contract for supply of Printed Plastic Identity Cards for employees of CCRAS Hqrs. Office at New Delhi.

The CCRAS invites sealed quotations from reputed firms for supply of Printed Plastic Identity Cards for employees of CCRAS hqrs. Office at New Delhi, for a period of one year from the date of awarding of contract. The same may be extended/renewed up to three years on mutual consent depended on satisfactory performance of firm on existing rates, terms & conditions.

2. General information about the tender:-

a)	Tender Reference No.	F. No. 32-17/2018-CCRAS/Admn.
b)	Last date and time for receipt of Tenders	22 /10 /2018 upto 2.00 PM
c)	Time and date of opening of Tenders	22 /10 /2018 at 3.00 PM
d)	Place of opening of Tenders	Conference hall Room No. 223, 2 nd Floor, CCRAS HQs Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

3. The Tender shall be submitted in two bid system, technical bid and financial bid:-

- i. Technical bid (as per Annexure-'I')
- ii. Financial bid (as per Annexure-'II')

Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly supersubscribed "**Tender for awarding rate contract for supply of Printed Plastic Identity Cards for employees of CCRAS Hqrs. Office at New Delhi**". The sealed Tenders may be put in the Tender Box placed on the 2nd floor near in the chamber of Deputy Director (Admn.), Room No. 222, CCRAS or by post at the aforesaid address by due date and time. Tenders received late will be rejected outright.

4. The tenders shall be subject to the following condition:-

- i. The rates of the firms should be for a period of two months from the date of opening of tender and should be all inclusive for supply of Printed Plastic Identity Cards for employees of CCRAS Hqrs. Office at New Delhi.
- ii. Each bidder should submit an EMD of ₹ 1,500/- alongwith the quotation for supply of Printed Plastic Identity Cards for employees of CCRAS Hqrs. Office at New Delhi. EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRAS, New Delhi. The E.M.D. will be returned to the unsuccessful bidder after the bids are finalized. The EMD of unsuccessful Bidders will be refunded after award of contract and EMD of successful bidder will be returned on receipt of performance security of ₹ 5,000/-.

- iii. The supplier should not handover/assign execution of order to any other/sister firm(s) and in such a case it will amount to violation of contract and may entail cancelation of contract and forfeiture of Performance Security besides any other penal action as deemed fit.
- iv. The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may like to be present.
- v. The firm has to indicate their GST Number.
- vi. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be for-feited and no correspondence in this regard will be entertained thereafter.
- vii. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also bear all costs for executing an agreement on non-judicial stamp paper of ₹ 10/-(Rupees Ten Only) for the fulfillment of the contract within the period specified in the letter of acceptance. The contractor shall have to pay all stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail forfeiture of EMD amount.
- viii. In case where a successful tenderer, does not supply the Identity Card within a week to the Council, the penalty will be chargeable @ 1% by deducting from total billing for payment.
- ix. The performance security shall be returned to the contractor within two months after expiry of the contract period, but in the event of any dispute arising between the Council and the contractor, the Council shall be entitled to deduct as such sums which in the opinion of the Council is due from/not payable to the contractor.
- x. Any sum of money due and payable to the contractor, including Performance Security under this contract may be appropriated by the Director General, CCRAS and set off against any claim of the Director General, CCRAS against the tenderers.
- xi. No enhancement of rates will be considered during period of contract.
- xii. Technical Bid and Financial Bid should be submitted in separate sealed covers.
- xiii. The Director General has every right to reject/accept any bid without assigning any reasons.



(A.K. Meena)

Administrative Officer (Admn.)
For Director General

PERFORMA OF TECHNICAL BIDS FOR SUBMISSION OF DETAILS OF THE FIRM

Sl. No.	Description	Please indicate requisite information	Page No. in the attached document
1.	Name, address & telephone No. of the firm with copy of address proof		
2.	copy of Registration in GST		
3.	Declaration regarding that the company was never blacklisted/terminated and debarred in the past.		
4.	Details of EMD :- (i) Name of Bank (ii) Number of Demand Draft (iii) Dated of Demand Draft		

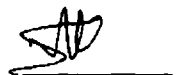


Annexure-II

Performa of financial bids for submission of rates of the firm for supply of printed plastic identity cards for employees of CCRAS Hqrs. office at New Delhi.

Sl. No.	Specification	Rate per ID Card excluding GST
1.	Plastic Identity Card with printing, Hanging strip/band with printing, Steel lock with plastic cover Size 3½" x 2.25", 300 GSM	

Signature & Seal of the Bidder/Agency/firm



To,

Director General,
Central Council for Research in Ayurvedic Sciences,
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
No. 61-65, Institutional Area,
Opp. 'D' Block, Janakpuri,
NEW DELHI - 110058

Respected Sir,

I/We who are established and reputed firm
dealing with **supply of printed plastic identity cards** hereby offer our quotation against the tender
ref. No. and accept the terms & conditions of the tender and
enclose a copy of the tender document duly signed by the authorised signatory.

Yours faithfully,

(Name) for and on behalf of M/s.....
(Name of Manufactures)

**Note: This letter of authority should be on the letterhead of the concern and should be signed
by a authorized signatory.**

