

F.No.10-1/2009-CCRAS/Admn./Store/Pt.I

**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**

Sub: Tender for Rate Contract of providing & fixing of Wooden Name Plates, Rubber Stamps & Parma Stamps (Self inking) of CCRAS Hqrs. Office at New Delhi'.

The CCRAS invites sealed quotations from interested firms for providing & fixing of Wooden Name Plates, Rubber Stamps & Parma Stamps (Self inking as per requirement of CCRAS Hqrs. Office at New Delhi for a period of one year extended upto further period of two years if decided by the Council.

2. General information about the tender:-


a)	Tender Reference No.	F. No. 10-1/2009-CCRAS/Admn./Store/Pt.I
b)	Last date and time for receipt of Tenders	01/08/2019 upto 2.00 PM
c)	Time and date of opening of Tenders	01/08/2019 at 3.00 PM
d)	Place of opening of Tenders	Conference Hall Room No. 223, 2 nd Floor, CCRAS Hqrs. Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

3. The Tender shall be submitted in sealed envelope clearly super scribing on the envelope **"Quotation for Rate Contract of providing & fixing of Wooden Name Plates, Rubber Stamps & Parma Stamps (Self inking)"**. 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, 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 for providing and fixing of Wooden Name Plates, Rubber Stamps & Parma Stamps (Self inking) at CCRAS Hqrs. Office, No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.
- (ii). Each bidder should submit an EMD of Rs.500/- (Rupees Five Hundred Only) alongwith the quotation for providing and fixing of Wooden Name Plates, Rubber Stamps & Parma Stamps (Self inking) at CCRAS, Hqrs., Office, New Delhi as per specification given in Annexure-I. 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 bidders after awarding the Rate Contract. In case of successful bidders they will be required to deposit Rs.1,000/- as Performance Security which will be retained by the Council till two months after expiry of the contract period.

- (iii). The firm should not handover 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.
- (iv). The payment will be made only after receipt of satisfactory report from the officer concerned on quarterly basis.
- (v). The tenders will be opened on stipulated date & time mentioned at SI.No.2 in the presence of the tenderers or their authorized representatives who may like to be present.
- (vi). The tenderers may quote their rates (excluding taxes) for the work mentioned in the **Annexure-I**.
- (vii). The quotation received without EMD will not be entertained under any circumstances except Micro and Small Enterprises (MSEs) as defined MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME).
- (ix). If any tenderers withdraw his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
- (x). In case where a successful tenderer, does not complete the work or in time the Council at its discretion may get such work from the next higher tenderer and the loss, if any, caused to the Council due to increased rates shall be borne by the defaulting tenderer.
- (xi). The Director General has all rights to reject/accept any bid without assigning any reasons.


(A.K. Meena)
Administrative Officer (Admin.)

List for providing & fixing of Wooden Name Plates, Rubber Stamps & Parma Stamps (Self inking) of CCRAS Hqrs. Office at New Delhi.

Sl.No.	Specification	Rate excluding Tax
1.	Providing and Fixing of Wooden Name Plates (Both Side One Side English & One Side Hindi) (Size 12'4")	Rate _____ per name plate
2.	Providing of Parma Stamps Bilingual (Size 4No.)	Rate _____ per Parma Stamp
3.	Providing of Round Rubber Stamps as decided by Council Size .75" Size 1" Size 1.25"	Rate _____ of .75" Round Rubber Stamp Rate _____ of 1" Round Rubber Stamp Rate _____ of 1.25" Round Rubber Stamp
4.	Providing of Rubber Stamp As decided by Council	Rate _____ of Rubber Stamp per line



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 making and repairing of office furniture work 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.**

