

**OFFICE OF THE DISTRICT & SESSIONS JUDGE::  
TIS HAZARI COURTS : DELHI**

No. \_\_\_\_\_/Purchase Cell/12

Dated \_\_\_\_\_

**LIMITED TENDER IN TWO BID SYSTEM**

To,

1. The Manager, Kendriya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, New Delhi.
2. The Manager, NCCF India Ltd, 92, Deepali Building, 6<sup>th</sup> Floor, Nehru place, N.D.
3. The Manager DSIDC, Admn. Block Okhla Phase-I, Near Police Station, New Delhi
4. The Manager DCCW Store limited, Karam Pura Road, Moti Nagar, New Delhi-15.
5. The Manager, Delhi State Consumer Co-operative Federation Ltd, E- 579, Palam Extention (Ramphal Chowk), Sector -7, Dwarka, New Delhi – 77.
6. The Sudhar Sabha Consumers Co-operative Store Ltd. , DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35
7. Notice Board:- At Tis Hazari, Patiala House, Karkardooma, Dwarka, Saket and Rohini Courts, for information to other Government stores/Emporium/General tenderers.
- 8. District Courts Web-site Committee, Tis Hazari Courts, Delhi with the request to place the tender form on the website of District Courts, Delhi.**
9. M/s Lakshmi Rubber Stamps Works, Shop No. 41, Raghubira Market, Near Gurudwara Opp. Beri Wala Bagh Chowk, Azad Market, Delhi.
10. M/s Khanna Rubber Stamps, Shop no. 378, Azad Market, Delhi-06
11. M/s Fancy Plastic Centre, 381, Azad Market, Delhi-06.
12. M/s Tiger Rubber Stamps, 413, Azad Market, Delhi-06.
13. M/s Shakti Stamp Works, 10082, Pul Bangash, Delhi-06.
14. M/s R.K. Rubber Stamp Works, 35, Azad Market, Delhi-06.
15. M/s Delhi Rubber Stamp Works, 380, Azad Market, Delhi-06.
16. M/s Shiv Ashish Enterprises, 4B/27, Rang Rasayan Aptt. Sector-13, Rohini Delhi-85.
17. M/s Kamal Enterprises, Shop No. 6, Raghubira Market, Azad Market Chowk, Near Red Light, Delhi-06
18. M/s Bala Print, 4948, Chandni Chowk, Delhi- 06
19. M/s Sun Stamper, 8879/2, Multani Dhanda, Paharganj, Delhi-55
20. M/s Ideal Enterprises, 5211, 2<sup>nd</sup> Floor, Basant Road, Paharganj, Delhi -55
21. M/s Chakkarvati Stamps, 110, Mall Road, Kingsway Camp, Near Oriental Bank of Commerce, Delhi-09.
22. M/s Shiva Enterprises, Shop No.123, New Kishore Market, Camp Chowk, GTB Nagar, Delhi-95

**Sub : Annual Rate Contract for preparation of Rubber Stamps for District Courts, Delhi for the period of one year on the following descriptions :-  
Items :**

1. 1<sup>st</sup> Line Single Line
2. 2<sup>nd</sup> Line/Additional Line
3. Round Rubber stamps with emblem (Hindi)
4. Round Rubber stamps with emblem (English)
5. Round Rubber Stamp (Hindi + English)
6. Dater with stamp English
7. Dater with stamps (Hindi +English)
8. Dater with stamps Hindi
9. Border Charges (Outline Charges)
10. Only date stamps
11. Brass seal small size
12. Brass seal big size
13. Brass seal Big size with emblem
14. Brass seal with name
15. Brass seal with emblem in the name of XYZ
16. Self ink stamp by name (XYZ)

**EMD :- 2,000/-**

***You are hereby requested to send your sealed quotation in TWO BID SYSTEM alongwith sample of rubber stamp and provide the impression of rubber stamp for the abovesaid contract with necessary descriptions separately on the following Terms & Conditions :-***

#### **TERMS & CONDITIONS**

1. **The quotations / tender complete in all respect be put only in tender box placed in room No 109, 1<sup>ST</sup> Floor Tis Hazari Courts, Delhi on or before 06.02.2012 at 4.15 P.M., which will be opened on the same day in the presence of tenderers.**
2. **The tenders/ quotations received after due date and time shall not be considered.**
3. **Quotations through Direct, courier, post and any other means, shall not be accepted /entertained in any case.**
4. **THE TENDERER WHO IS INTERESTED IN THE AFORESAID WORK MUST CONTACT THE GENERAL BRANCH OF EACH DISTRICT COURTS (I.E. TIS HAZARI, KARKARDOOMA, PATIALA HOUSE, ROHINI, DWARKA & SAKET COURTS COMPLEXES) FOR RECEIVING THE ORDERS AND DELIVERING THE STAMPS DULY PREPARED DISTRICT WISE.**
5. **The tenderer who is interested to undertake the work of ARC/AMC abovesaid items should be in possession of the requisite license/necessary permission from the competent authority to carryout such jobs and must have at least three year of experience.**
6. **The tenderer who is interested in the aforesaid work, shall have the latest technology in the manufacturing of Rubber Stamps (i.e. better impression of words).**
7. **The complaint made in the forenoon over telephone should be attended either in the forenoon itslf or latest by afternoon of lthe date of complaint.**

Similarly, complaint made during afternoon should be attended in the afternoon itself and latest by the following morning, even if it happens to be a holiday.

8. At any time, during the contract period the job work may be cross checked, and if the job work not found satisfactory or according to the contract order necessary action as deemed fit by this department may be taken against the contractor.
9. The firms must have permanent Service Tax/Sales Tax/ VAT/TIN no. and Income Tax/ PAN no. and those who have not the same, need not apply. Also the firm must submit proof of depositing sales tax/VAT to indenting department. The tenderers must mention the Service Tax/Sales Tax/ VAT/ TIN no. and Income Tax/PAN no. in their invoice/receipts submitted by them.
10. The rates should be written in words as well as in figures and sales tax, VAT, Excise Duty must be mentioned separately, **(if ST/VAT/Service Tax, Excise Duty etc. is not mentioned, the rates of concerned item will be treated as inclusive of ST, VAT, Excise Duty etc.)**. Further, rates should be valid for a period of one year from the date of order.
11. The rates should be quoted F.O.R Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka & Saket Courts, Delhi or as directed by this office.
12. The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations. **Failure to submit current STCC may render the invalid automatically.**
13. On the top of envelop/quotations the subject should be mentioned clearly for which the quotation has submitted.
14. The tenderers will furnish Warranty/ Guarantee against manufacturing defects at least for minimum period of one year.
15. The firm will supply only ISI marked product which has been notified by Bureau of Indian Standard (BIS) wherever applicable.
16. No payment will be made in advance to the tenderers. The payment shall be made on monthly/quarterly/yearly basis or as decided by this department and after receiving the satisfactory working report from the actual users. The pre-receipted bill in Triplicate be submitted after each quarter for arranging payment.
17. When any working day is declared a holiday then the tenders will be opened on the next working day.
18. The firm should not be black listed by any Govt. Department/Semi Govt. If any proof of black listing is found against the tenderer/firm at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason.
19. In case of job work or material used is found below the standard and not according to the specifications, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
20. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
21. The Purchase Committee reserves the right to accept or reject any tender without assigning any reason whatsoever and no representation of any kind will be entertained.

22. The tenderers should submit separate quotation for each item as mentioned in the subject.
23. In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
24. **Each tender form should be accompanied by demand draft/pay order/FDR/Bank Guarantee for amount as mentioned against the subject as EMD in favour of District & Sessions Judge, Tis Hazari Courts, Delhi.**
25. The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who have been declared exempt from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
26. The respective EMD/Bid Security submitted by the successful firm would be returned to them with the condition to deposit the performance security as deemed fit by the Purchase Committee of this department in form of FDR/Bank Guarantee/Deman Draft. The said performance security would be valid for a period of all contractual obligations.
27. The department reserves the right to impose any other condition at the time of placing order.

**(PINKI)**

**Chairperson, Purchase Committee/  
Additional District & Sessions Judge, Delhi.**