



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक - C, आई एन ए, नई दिल्ली - ११००२३ भारत

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File No. G-30011/4/2023-GA

Dated: 11.03.2024

NOTICE INVITING TENDER

Last Date For Submission of Tender is 08.04.2024 upto 5 PM

NIT FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS/WOODEN NAMEPLATES ETC. FOR THE COMMISSION ON ANNUAL CONTRACT BASIS FOR THE PERIOD 2024-2025.

The Commission is interested to invite quotations to award Annual Contract for manufacturing and supply of Rubber Stamps, Self- Inking Stamps, Brass Nameplates etc. for the year 2024-2025 for the office of the Commission. Any inquiry regarding aforesaid matter can be made from Section Officer (General Administration) (Telephone No. 24663399) on any working day between 10:30 am to 04:00 pm.

(1) TENDER

(i) The interested parties may submit their bids/quotations **(in the form of two bid system viz. Technical Bid and Financial Bid)** in a sealed envelope superscribed in Bold Letters as **"QUOTATIONS FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS / WOODEN NAME-PLATES ETC."** and addressed to the Deputy Secretary, National Human Rights Commission, Manav Adhikar Bhawan, Block - C, G.P.O. Complex, INA, New Delhi-110023. The bids/quotations must be dropped in the Tender Box placed in C.R. Section (Room No.04) at Manav Adhikar Bhawan, Block - C, G.P.O. Complex, INA, New Delhi **latest by 08.04.2024 at 5 P.M** as per the instructions given in this tender notice.

(ii) The tenderer is expected to go through all the instructions, terms and conditions and specifications mentioned in the tender documents. Failing to furnish any of the information as required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender/bid.

(2) BIDS

2.1 TECHNICAL BID (Annexure-I):- This bid shall contain the following documents:

(i) **GST certificate** - The bidder must submit a copy of the registration of GST Certificate.

(ii) **PAN Number** - The bidder must enclose a copy of the PAN Card of the Firm with the Technical Bid.

(iii) **Bid Security Declaration (BSD)**- The bidder is required to submit a Bid Security Declaration as per the proforma at **Annexure-II**, in lieu of Earnest Money Deposit.

(iv) **Undertaking** - The bidder must submit a undertaking to the effect that the firm has not been black-listed by any of the Government offices.

2.2 The above documents must be kept in separate sealed cover superscribed as '**Technical Bid**'. If the above documents are not submitted by the Bidder with the Technical Bids, that bids will not be considered. The technical bids only shall be opened for evaluation. Based on the technical evaluation, the financial bids of those found qualified as per requirements of the Commission, shall be opened.

2.3 Financial Bid:- This Bid shall contain the rate quoted by the bidder:-

(i) The financial bid should be kept in a separate sealed cover superscribed as "**Financial Bid**". The Financial Bid will be opened of only those firms who are found eligible after evaluation of Technical Bid.

(ii) Bid shall indicate the price offer being made by the firm in the format at **Annexure III**. The rates for Rubber Stamps, Self-Inking Stamps, Brass Nameplates etc. must be included in total. Rates once quoted should be final and should be quoted in Indian Rupees only. The rates shall be valid for one year.

(iii) **The bidder should quote the price in the quotation by excluding/without GST/Service Tax.**

2.4 Both the separate sealed cover containing the **Technical Bid** and **Financial Bid** should be thereafter kept in another bigger sealed cover superscribed as "**QUOTATIONS FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS / WOODEN NAME-**

PLATES ETC.”

Note: Quotations received unsealed or without Bid Security Declaration or after due date will not be entertained under any circumstances.

2.5 TERMS AND CONDITIONS

1. The contract will be for a period of **one year** from the date of commencement of the contract and it can **be extended / renewed** on mutual consent basis depending on satisfactory performance of the firm. However, the Commission reserves the right to terminate the contract by giving one month's notice without assigning any reasons or to entrust the job to any other firm /party at the risk/expenses of the defaulting contractor.

2. **The Contract shall be on need basis.**

3. The Contractor or his/her representative shall have to visit this office on working days as and when required for collecting orders for supply of Stamps/Name plates etc.

4 . In case of default or failure to provide satisfactory service, the Commission reserves the right to impose penalty as may be considered appropriate by it depending on the gravity of fault. The Commission's decision in this regard shall be final and binding on the contracted firm/vendor.

5. The successful bidder will have to furnish Performance Guarantee of **Rs.2000/- (Rupees two Thousand Only)** in the form of Bank Guarantee/Bank Draft/Pay Order payable to “National Human Rights Commission”, New Delhi. This will be refunded after the satisfactory completion of the contract. The Performance Guarantee will be forfeited in the event of delay or failure in executing the supplying order or non-completion of work by the successful bidder in the stipulated date & time. The Performance Guarantee may be forfeited or penalty imposed in case of violation of terms and conditions of the contract by the successful bidder/vendor (in this regard, the decision of the Commission will be final).

6. The payment will be normally made within 30 days from the date of submission of bill after completion of job subject to fulfilling all other terms & conditions and satisfactory completion of work.

7 . **The contractor shall have to supply the Rubber**

Stamps, Name Plates within three days from the date of the receipt of the order. However, the stamps etc. of urgent nature shall have to be delivered on the same day.

8. No advance payment will be made in any case.

9 . The undersigned or his representative will inspect the quality of rubber stamps, nameplates etc. before taking delivery and shall have the exclusive right to reject wholly or partly, any or all of the items without assigning any reason and decision of the undersigned shall be final in this regard.

10. The registered Head office of the bidder should be at Delhi.

11. It may be noted that no escalation of the contracted rate shall be admissible on any ground whatsoever during the currency of Annual Contract.

**(Sanjay Kumar)
Deputy Secretary**

Annexure -I**TECHNICAL BIDS**

Sl. No.	Subject	Whether Enclosed	Remarks, If any
01	Copy of GST certificate		
02	Copy of PAN card of the firm		
03	Bid Security Declaration as per the Annexure-II		
04	The undertaking to the effect that the firm has not been black-listed by any of the Government offices.		

Signature & Stamp of the Quotationer**Date:**_____.

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Annexure-II**Bid-Security Declaration**

To,
The Deputy Secretary,
National Human Rights Commission,
New Delhi

Reference: Bid No. G-30011/4/2023-GA

I/We , _____ Irrevocably declare as under:-

i) I/We understand that, as per Clause 2.2 of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

(ii) I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you if,

1) I am /We are in a breach of any of the obligations under the bid conditions,

2) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.

3) On acceptance of our bid by NHRC, I/we failed to deposit the prescribed Security Deposit or fail to execute the agreement or fail to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature & Stamp of the Quotationer

Date:_____.

Annexure-III**FINANCIAL BID**

Sl. No.	Particular of Work	Rates quoted (In Rs.) (Without GST)
<u>STAMPS</u>		
1.	Ordinary Rubber Stamp (English)	
2.	Ordinary Rubber Stamp Bilingual (English & Hindi)	
3.	Self Inking Rubber Stamp (English)	
4.	Self Inking Rubber Stamp, Bilingual (English and Hindi)	
5.	Pre Ink Rubber Stamp	
6.	Circular stamp (with border around)	
7.	Date Rubber Stamp/ Revolving Stamp with Date facility	
8.	Brass Office Seal	
9.	Bank date with rubber stamp	
10.	Oval Stamp with logo of NHRC	
11.	Small dates (only date, month & year)	
<u>WOODEN & PAINTING ITEMS</u>		
12.	Supply of one teak Board with dark spirit polish along with two hooks (size 16"x6"x3/4")	
13.	Supply of one teak Board with dark spirit polish along with two hooks (Big size) (Rate per Sq.)	
14.	Painting of letters (English/ Hindi) on placards / Name Plates : (i) ½ inch, ¾ inch & 1 inch size (ii) 1 inch to 2 inch size (iii) more than 2 inch size	
15.	Dark spirit polish on one Name Plate (size 16"x6"x3/4)	
16.	Dark spirit polish on one Name Plate (Big Size) (Rate per Sq.)	
17.	Painting of numbers on furniture etc. (per line of 20—22 letter of usual size	

	upto 1 Inch high)	
18.	Providing name plate made of 19 MM teak veneer Block board with teak wood molding around lacquer Polish base with brass letters in Hindi and English (letter size 1.5") (size of the plate is 18"x7.5")	
<u>BRASS, STEEL & ACRELIC ITEMS</u>		
19.	Supply & fixing of brass letters (English/ Hindi) on placards / Name Plates/succession board : <div style="margin-left: 40px;"> ½ inch size , ¾ inch size 1 inch size 2 inch size 3 inch size 4 inch size 5 inch size 6 inch size </div>	
20.	Supply of steel etching board with photo film technique. (Rate per Sq.)	
21.	Supply of steel plates (Rate per Sq.)	
22.	Supply of Acrylic sheet imported 6 mm thick (Colour) (Rate per Sq.)	
23.	Supply & fixing of Acrylic letters (English/ Hindi) on placards / Name Plates/succession board : <div style="margin-left: 40px;"> ½ inch size, ¾ inch size 1 inch size 2 inch size 3 inch size 4 inch size </div>	

I / we have read the terms and conditions of the contract and agree to abide by them.

Signature & Stamp of the Quotationer

Date:_____.