

Basic Details

Organisation Chain	National Human Rights Commission		
Tender Reference Number	G-30011/4/2023-GA		
Tender ID	2023_NHRC_713418_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	ANNUAL CONTRACT FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS/WOODEN NAMEPLATES ETC.
2	Finance	.xls	ANNUAL CONTRACT FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS/WOODEN NAMEPLATES ETC.

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	ANNUAL CONTRACT FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS/WOODEN NAMEPLATES ETC. FOR THE COMMISSION				
Work Description	ANNUAL CONTRACT FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS/WOODEN NAMEPLATES ETC.				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Miscellaneous Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	365
Location	NATIONAL HUMAN RIGHTS COMMISSION	Pincode	110023	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	NHRC, MAB, C- BLOCK, INA, NEW DELHI

Critical Dates

Publish Date	31-May-2023 06:15 PM	Bid Opening Date	27-Jun-2023 04:00 PM
Document Download / Sale Start Date	31-May-2023 06:15 PM	Document Download / Sale End Date	26-Jun-2023 05:00 PM
Clarification Start Date	01-Jun-2023 09:30 AM	Clarification End Date	26-Jun-2023 05:00 PM
Bid Submission Start Date	01-Jun-2023 09:30 AM	Bid Submission End Date	26-Jun-2023 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	ANNUAL CONTRACT FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS/WOODEN NAMEPLATES ETC.	76.14	
Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT for supply of rubber stamps and name plates (1).pdf	ANNUAL CONTRACT FOR SUPPLY OF RUBBER STAMPS, SELF-INKING STAMPS, BRASS/WOODEN NAMEPLATES ETC. FOR THE COMMISSION ON ANNUAL CONTRACT BASIS FOR THE PERIOD 2023-2024.	76.14

Tender Inviting Authority

Name	DEPUTY SECRETARY	G-30011/4/2023-GA	23/23
Address	NHRC, MAB, C- BLOCK, INA, NEW DELHI		
51540/2023/GA			
Tender Creator Details			
Created By	DURGA MADHAB TRIPATHY		
Designation	Under Secretary (GA)		
Created Date	31-May-2023 05:46 PM		



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

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

Manav Adhikar Bhawan, Block - C, INA, New Delhi 110023 INDIA

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E-mail : nhrcga@nic.in

Website : www.nhrc.nic.in

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

Dated: 31st May, 2023

NOTICE INVITING TENDER**Last Date For Submission of Tender is 26.06.2023 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 2023-2024.**

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 2023-2024 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 26/06/2023 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) Registration Certificate: - The bidder firm must be registered for carrying out **trade/business in Delhi**. The certificate of registration is required to be furnished.

(ii) 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.

(iii) Experience & List of Clients - The bidder must have at **least 03 year experience** in the field and furnish the list of Central Government Ministries/Departments /other Government Offices (copies of award of contract may also be enclosed) for whom Stamps & Name Plates etc. work has been executed within **last three years** by the firm.

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

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

(vi) 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.

Signed by
Sanjay Kumar
Date (Sanjay Kumar)
Deputy Secretary

Annexure -I**TECHNICAL BIDS**

Sl. No.	Subject	Whether Enclosed	Remarks, If any
1.	Registration Certificate of the firm		
2.	Bid Security Declaration as per the Annexure-II		
3.	The list of Central Government Ministries / Departments / Government offices with whom the work is being done by the firm.		
4.	The undertaking to the effect that the firm has not been black-listed by any of the Government offices.		
5.	Copy of GST Certificate of the firm		
6.	Copy of PAN card of the firm		

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. _____ dtd _____

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: _____.**

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Annexure-III**FINANCIAL BIDS**

Sl. No.	Particular of Work	Rates quoted (In Rs.) (Without GST)
STAMPS		
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)	
WOODEN & PAINTING ITEMS		
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;"> $\frac{1}{2}$ inch size , $\frac{3}{4}$ 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;"> $\frac{1}{2}$ inch size, $\frac{3}{4}$ 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:_____.

I/2885/2023

I/2885/2023