

Our Ref: GA/Misc (Plaques)

12 Nov 2009

Subject: Procurement Of plaques for the award presentation ceremony for Rajiv Gandhi National Quality Awards for the year 2008.

Dear Sir,

1. We intend to purchase 19 plaques for the award presentation ceremony for Rajiv Gandhi National Awards for the year 2008 as per description given below. The SEALED QUOTATION for the same may kindly be submitted. The quotation should be inclusive of all expenses including Packing Charges or any other charges. For the quotation of Silver Salver Plaques and Vat may be indicated separately in Table, Column No. 5 & 6 respectively given below:

Details of Salvers are as under:

No. Sl	Description/Type of plaque	No. of Plaques Required	Size of plaque (Diameter of salver)	Rates per salver	Vat or any other expenses
(1)	(2)	(3)	(4)	(5)	(6)
1.	<u>FOR BEST OF ALL</u> Gold plated silver salver of approximately 800 gms.	1	25 cm (10 inch.)		
2.	<u>FOR CATEGROY AWARD WINNERS</u> Silver salvers of approximately 500 Gms.	4	20 cm (8 inch.)		
3.	<u>FOR RECIPIENTS OF COMMENDATION CERTIFICATES</u> Silver Salvers of approx. 400 gms.	14	15 cm (6 inch.)		

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2. Description of Salvers

- The salvers have to be mounted on the wooden base and encased in Acrylic cover box and supplies in velvet box.
- The text to be inscribed on salver and plate of the plaque has to be Bilingual with the logo in oval shape containing Live profile of Late Rajiv Gandhi, former PM of India.
It will also bear inscription **RAJIV GANDHI NATIONAL QUALITY AWARD राजीव गाँधी राष्ट्रीय गुणता पुरस्कार 2008 and,**
- **THE NAME OF WINNING ORGANIZATION** will come on plate and not on salver.

A plate has to be displayed on the wooden frame with the bilingual inscription (English and Hindi) to be engraved for which the text to be provided by BIS.

Copy of photograph of the salver produced last time as well as samples of our immediate requirement is enclosed for ready reference. For any query about the description of plaques, please contact **Director (Administration) in Room No. 406, Manakalaya, Phone No. 23231875.**

3. Sealed quotations may be sent to Director (Administration) latest by 1500 hrs on **20 November 2009.** which would be opened on the same day at 1530h in Room No. 406 Manakalaya. The sealed envelope containing the quotation should be superscripted **“QUOTATION FOR SILVER SALVER RGNQA 2008”**. You are welcome to be present at time of opening of the quotation.

4. The Tenderers are required to send their tender along with a Demand Draft of Rs.12,000/- drawn in favour of “Bureau of Indian Standards” payable at New Delhi as Earnest Money, which will be refundable to the unsuccessful tenderers on their written request. Name of the firm telephone Number and name of the item may be written on the reverse of the Demand Draft. If the successful tenderer fails to supply the goods his security money will be forfeited.

5. The payment is normally made within 30 days from the date of submission of the bill after full supply is received and accepted as per approved samples/specifications.

6. The delivery of the above items is required within 10 days of issue of the Purchase Order. In case of default, a penalty of upto 5% of the value of the order can be imposed. The delivery of the material will be made at our Issue Store, at Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi-110002. Incomplete quotations shall be liable to be rejected.

7. The rates quoted shall include all charges such as packing and forwarding, freight, octroi, etc etc.

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8. If the rates quoted do not include VAT or any other taxes, charges, the same should be specifically stated. In the absence any such stipulation, it will be presumed that the prices include all such charges and no claim for the same shall be entertained later on.
9. All goods shall be received subject to approval on inspection. The decision of the Inspecting Officer shall be binding. Rejected items shall be removed by the supplier at his own cost and risk, within 10 days of issue of Notice for the removal of such goods and no liability whatsoever on the Bureau shall be attached for the rejected, disapproved goods items/stores.
10. The Bureau reserves the right of accepting the whole or any parts of the quotation(s) or portion of the quantity offered and the successful tenderers shall supply the same at the rate quoted.
11. The Bureau takes no responsibility for delay, loss or non-receipt of quotation(s) after dispatch.
12. In case of non-compliance with the contract, the Bureau reserves the right to cancel/revoke the order.
13. In case of any dispute or differences, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Deputy Director General (Admn), Bureau of Indian Standards, New Delhi. The provision of arbitrations and conciliation Act, 1996 shall be applicable.
14. In case of any dispute arising out of this business of interpretations of any clause of the document, the Court at Delhi alone shall have the jurisdiction to try and decide.
15. In case of goods supplied found to be of inferior quality or not according to the approved sample suitable penalty shall be imposed by the Bureau of Indian Standards.
16. Copy of Vat registration certificate, PAN No. will be submitted alongwith the quotation.
17. The bidder claiming exemption from the earnest money should forward the prove alongwith their request.
18. The tender opening date falls on Saturday, Sunday or Gazetted Holiday the tender will open on next working day.

19. Application not accompanied by requisite value DD/Banker Cheque towards earnest money shall not be consider for issue of tender.
20. The quoted rate shall be valid for a period of 60 days from the date of opening of the quotation.
21. The quantity of supply may increase or decrease.
22. Quotation send through fax or e-mail will not be considered
23. This notice can also be seen at our web-site www.bis.org.in

Thanking you,

Yours faithfully,

(Ravinder Singh)
Section Officer (Purchase)