

Our Ref: GA/Misc (Plaques)

9 Dec 2010

Subject: Procurement Of plaques for the award presentation ceremony for Rajiv Gandhi National Quality Awards for the year 2009.

Dear Sir,

1. We intend to purchase 18 plaques for the award presentation ceremony for Rajiv Gandhi National Awards for the year 2009 as per description given below. The SEALED QUOTATION for the same may kindly be submitted. The rate should be quoted for gold plated Silver Salver/silver salver Plaques and Vat may be indicated separately in Table, Column No. 5 & 6 respectively given below:

Details of Salvors are as under:

No. SI	Description/Type of plaque	No. of Plaques Required	Size of plaque (Diameter of salver)	Rates per salver		Vat or any other expenses	Net Amount (including making & packing chgs. Etc.)
				Depending upon weight	Making charges		
(1)	(2)	(3)	(4)	(5a)	(5b)	(6)	(7)
1.	<u>FOR BEST OF ALL</u> Gold plated silver salver of approximately 800 gms.	1	25 cm				
2.	<u>FOR CATEGORY AWARD WINNERS</u> Silver salvors of approximately 500 Gms.	4	20 cm				
3.	<u>FOR RECIPIENTS OF COMMENDATION CERTIFICATES</u> Silver Salvors of approx. 400 gms.	13	15 cm				

2. Description of Salvors

- The salvers have to be mounted on the wooden base and encased in Acrylic cover box and be supplied in velvet box.
- The text to be inscribed on salver and plate of the plaque has to be Bilingual.
- Salver inscribed with the logo "Q" in oval shape containing a Line profile of Late Rajiv Gandhi, former Prime Minister of India (in raised form). It will also bear inscription RAJIV GANDHI NATIONAL QUALITY AWARD
राजीव गाँधी राष्ट्रीय गुणता पुरस्कार (in raised letters)
- Year of the award 'i.e. 2009' will come on a separate plate
- **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 procured last time is enclosed for ready reference. However, 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 December 2010** 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 2009"**.

4. The Tenderers are required to send their tender along with a Demand Draft of Rs.15,000/- drawn in favour of "Bureau of Indian Standards" payable at New Delhi as Earnest Money, which will be refundable to the unsuccessful tenderers. 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 within the time schedule, his earnest 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 should be net including all charges such as packing and forwarding, freight, packing, making, octroi, etc etc.

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. The Bureau reserves the right to cancel/revoke any or all quotation(s) without assigning any reason whatsoever.
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 document in support of the same alongwith their request.
18. Quotation not accompanied by requisite value DD/Banker Cheque towards earnest money shall not be considered.

- 19.. The quoted rate shall be valid for a period of 60 days from the date of opening of the quotation.
20. The quantity of supply may increase or decrease.
21. Quotation sent through fax or e-mail will not be considered
22. This notice can also be seen at our web-site www.bis.org.in
23. Each page of the tender document is required to be signed by the bidder in token of his having acquainted himself/themselves with the General Conditions of the contract as laid down. Failing which, it would be liable to be rejected.
24. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract otherwise the tender is liable to be rejected.
25. All erasures and alterations made while filling the tender must be attested by initials of the tenderer and overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void. No advice of any change in rule or conditions after the opening of the tender will be entertained.
26. In case of any delay in supply, the Bureau shall be at liberty to accept the supply by imposing penalty or for rejecting the goods with forfeiture of EMD so deposited by the tenderer.

Thanking you,

Yours faithfully,

(Ravinder Singh)
Section Officer (Purchase)

