

# **BUREAU OF INDIAN STANDARDS**

**9-Bahadur Shah Zafar Marg, New Delhi-110002**

## **TENDER DOCUMENT**

### **Subject: SUPPLY OF STEEL PUNCHES AND BRASS SEALS**

Sealed Tenders are invited for supply of Steel Punches and Brass Seals to Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, Manak Bhavan, New Delhi as per details given in the Annexure I.

**The Bid shall constitute two envelopes, one will be called Technical Bid and second will be called Price Bid.**

**Envelope No. 1** shall be called Technical Bid and contain following documents. Each page should be duly signed by tenderer.

The envelope 1 shall also contain Earnest Money Deposit in form of demand draft of Rs. 10,000.00 (Rupees Ten thousand) in favour of Bureau of Indian Standards, New Delhi.

A forwarding letter of the contractor should contain the following informations:

- Indicating the set up of organization, Partnership, proprietorship, Pvt Ltd, Public Ltd etc.
- Registration with VAT/Sales Tax agencies, TDS No.
- Nature of Business and experience in manufacturing items like Steel Punches and Brass seals.
- Yearly turnover. Balance sheet of the previous year may kindly be submitted.

Envelope shall be superscripted “ENVELOPE-1” TECHNICAL BID for supply of Steel Punches and Brass seals.

Price bids of incomplete Tender shall not be opened.

## **Envelope 2 PRICE BID.**

- Envelope No. 2 shall contain the price of Steel Punch and Brass Seal duly signed by the tenderer. Detail of taxes or any other expenses must be clearly indicated in the price bid.
- This envelope shall be superscribed "ENVELOPE 2- PRICE BID"

Both envelope 1 and envelope 2 may be inserted into third envelope and properly sealed before submitting.

***Note: Party has a choice to quote for both the items or it may quote for any one of the two items mentioned in Annexure-I***

## **DELIVERY PERIOD**

Successful tenderer will supply the material within 60 days of award of contract.

## **EARNEST MONEY**

Earnest Money of Rs. 10,000.00 is required to be deposited by Demand Draft in favour of Bureau of Indian Standards along with Technical Bid, which will be retained till award of contract. However, no interest shall be payable on Earnest Money.

## **SECURITY DEPOSIT**

Successful Agency would be required to deposit an amount of Rs. 20,000.00 as Security Deposit (in addition to Rs. 10000.00 already deposited as EMD) through a bank guarantee or bank draft in favour of Bureau of Indian Standards. No interest shall be payable on the Security Deposit Money of Rs. 30000.00. This would remain with the Bureau till supply of required items is completed. The purpose of Security Money is to ensure satisfactory and timely delivery of items. In the event of supply not being made as per terms and conditions Security Money will be forfeited.

## **PAYMENT**

Supplier will submit bill after supply of Steel Punches and Brass Seals, which will be paid after the material is found in satisfactory and in conformity to the specifications.

The bid shall remain valid for 120 days.

For clarifications, if any please contact **Director (Administration), Bureau of Indian Standards, Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi-110002 (Telephone No. 2323 1875)** on any normal working day between 10 A.M to 5 P.M.

Sealed quotations complete in all respect should be addressed to Director (Administration) BUREAU OF INDIAN STANDARDS, 9 Bahadur Shah Zafar Marg New Delhi-110 002. The envelope containing quotation should be superscribed 'QUOTATIONS FOR STEEL PUNCHES'. It would reach to this office on or before

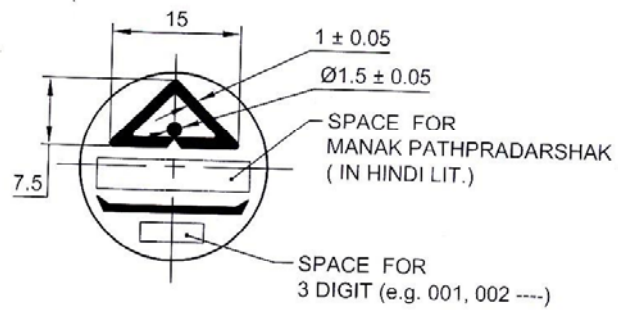
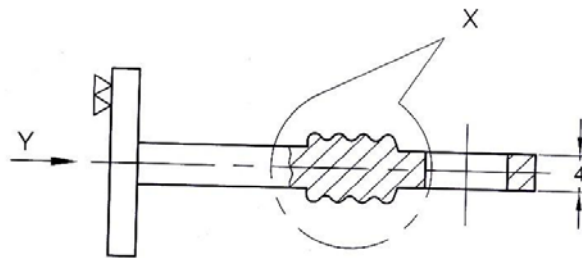
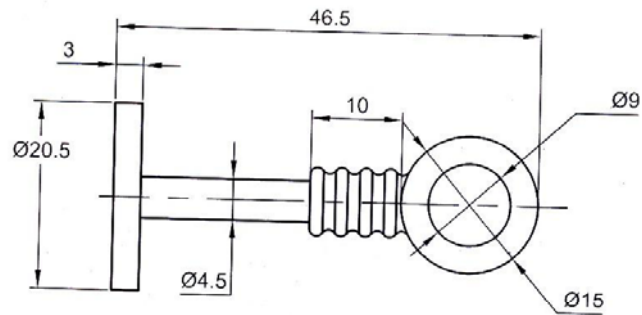
1430 h on 9.2.2007. Quotation would be opened on the same day at 1500 h in the cabin of Director (Administration) in Room No. 406 Manakalaya. The representative of bidding firm will be welcomed to be present at the time of opening of the Technical Bid.

Bureau of Indian Standards has the right to reject any or all tenders.

In the event of dispute, if any, decision of Director General, of this Bureau will be final.

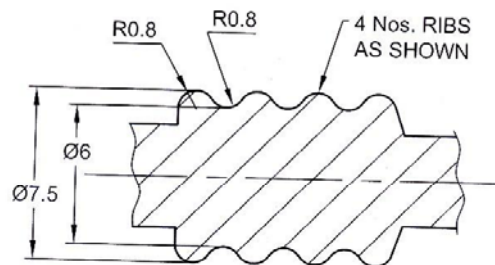
**ANNEXURE I****Detail and specification of Steel Punches and Brass Seals**

<b>Sl. No</b>	<b>Description of item</b>	<b>Qty Required</b>	<b>Specification</b>	<b>Remarks</b>
1.	Steel Punches	200 numbers	As per IS:6864-1984	
2.	Brass Seals	125 numbers	As per enclosed drawing (Annex 2)	



NOTE :- DEPTH OF ALL DETAIL SHALL BE 0.5

MIRROR VIEW Y



ENLARGED VIEW - X

UNSPECIFIED TOL. =  $\pm 0.1$

MATERIAL = Gr LCB2 CONFORMING TO IS 292 : 1983 (BRASS)

ALL SHARP EDGES SHALL BE REMOVED

SEAL

All dimensions in millimetres.

