

F. No. P.12-1/NSS/PAC/2014
Government of India
Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports
(Department of Youth Affairs)
NSS, Programme Adviser's Cell
12/11, Jamnagar House, New Delhi-110011

Dated the 9th September, 2014

To

Interested Firms

Sub: **Tender for seeking sealed quotations for**

- (a) Printing of Award Certificates with Envelops, Lapel Cards, Invitation Cards, Car Parking Stickers, Citation Books
- (b) Trophies
- (c) Blazer for awardees
- (d) Transportation Arrangements for Awardees and Officials for the IGNSA Award Ceremony for the Award Distribution Ceremony at New Delhi - regarding.

Sir/Madam,

NSS Programme Adviser's Cell under the aegis of Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports, Shastri Bhawan, New Delhi required the services of firm(s) who are interested to undertake the job of printing of Award Certificates with Envelops, Lapel Cards, Invitation Cards, Car parking stickers, printing of Citation Books, transportation, supply of trophies and blazers for the IGNSA Awards, 2013-14 for the Award Distribution Ceremony to be held at New Delhi. I am therefore directed to invite sealed quotations for the above job on the terms and conditions mentioned in para 3 of this letter. In case, firms are interested in undertaking the work, they are requested to submit their rates for the following work.

2. In this context, firms are requested to quote their lowest rates for providing the services during the award distribution ceremony on the following terms and conditions:-

(A) PRINTING

1. The bid will be given in sealed envelope, superscripted "**Tender for Printing**"
2. The bidder will furnish the following documents alongwith the bid :-
 - (a) Proof of previous experience of having undertaken similar jobs in Ministry's/Department of the government of India and duly supported by proper testimonials certificates.

- (b) Copy of last three years Income tax return filed and the balance sheet.
- (c) A demand draft/Bankers cheque of Rs. 5,000/- (Rupees five thousand only) as earnest money deposit drawn on any nationalized bank in New Delhi in favour of "Accounts Officer, PAO (Sports)". Name and address of the bidder should be written on the reverse side of the DD/Cheque. DD/Cheque will not be kept in the envelop and will be submitted separately.

The other terms and conditions are as under :-

- (a) The bid should be strictly submitted on the enclosed format.
- (b) The bid should be signed by the authorized person and his/her full name and status should be indicated.
- (c) No denial will be accepted from the firm after the contract is awarded to the firm. Incase of such denial earnest money will be forfeited and firm will be blacklisted.
- (d) The complete work should be perfect to the requirement and satisfaction of the Ministry.

(B) TROPHIES

1. The bid will be given in sealed envelope, superscripted "**Tender for Trophies**"
2. The bidder will furnish the following documents alongwith the bid :-
 - (a) Proof of previous experience of having undertaken similar jobs in Ministry's/Department of the government of India and duly supported by proper testimonials certificates.
 - (b) Copy of last three years Income tax return filed and the balance sheet.
 - (c) A demand draft/Bankers cheque of Rs. 5,000/- (Rupees five thousand only) as earnest money deposit drawn on any nationalized bank in New Delhi in favour of "Accounts Officer, PAO (Sports)". Name and address of the bidder should be written on the reverse side of the DD/Cheque. DD/Cheque will not be kept in the envelop and will be submitted separately.

The other terms and conditions are as under :-

- (a) The bid should be strictly submitted on the enclosed format.
- (b) The bid should be signed by the authorized person and his/her full name and status should be indicated.
- (c) No denial will be accepted from the firm after the contract is awarded to the firm. Incase of such denial earnest money will be forfeited and firm will be blacklisted.
- (d) The firm will require to supply the trophy within 15 days from the date of accepting the quotation. A copy of NSS logo and photo of last year trophy is attached.

(C) BLAZER :-

1. The bid will be given in sealed envelope, superscripted **“Tender for Blazer”**
2. The bidder will furnish the following documents alongwith the bid :-
 - (a) Proof of supplying uniform to any organization in the last three years.
 - (b) Copy of last three years Income tax return filed and the balance sheet.
 - (c) A demand draft/Bankers cheque of Rs. 10,000/- (Rupees ten thousand only) as earnest money deposit drawn on any nationalized bank in New Delhi in favour of “Accounts Officer, PAO (Sports)”. Name and address of the bidder should be written on the reverse side of the DD/Cheque. DD/Cheque will not be kept in the envelop and will be submitted separately.
 - (d) Samples of the cloth/material to be used for uniform

Other terms and conditions are as under :-

- (a) The bid should be strictly submitted on the enclosed format.
- (b) The bid should be signed by the authorized person and his/her full name and status should be indicated.
- (c) No denial will be accepted from the firm after the contract is awarded to the firm. Incase of such denial earnest money will be forfeited and firm will be blacklisted.
- (d) It will be the responsibility of the supplier to take the measurement of the participants and make the uniform accordingly. In case any participant is not comfortable with measurement, the firm will change the uniform and provide another one with exact measurement to the Awardee.
- (e) The uniform made up of the passed sample may be supplied in the office within 15 days. Any change in quality may result in forfeiture of the payment alongwith earnest money and blacklisting the firm.

(D) FOR TRANSPORTATION :-

1. The bid will be given in sealed envelope, superscripted **“Tender for Transportation :- Bus/Car”**
2. The bidder will furnish the following documents alongwith the bid :-
 - (a) A self- attested list of the vehicles owned by the company may also be enclosed.
 - (b) The firm should have prior experience of servicing Govt. Organisations/PSUs.
 - (c) The bid should be strictly submitted on the enclosed format.

- (d) The bid should be signed by the authorized person and his/her full name and status should be indicated.
- (e) Copy of last three years Income tax return filed and the balance sheet.
- (f) Contracted hire charges will include everything including parking charges, if any. No additional payment will be made by the Ministry under any circumstances except extra hours and KMs, if exceeds the day limit of 8 hours and 80 KMs.
- (g) A demand draft/Bankers cheque of Rs. 10,000/- (Rupees ten thousand only) as earnest money deposit drawn on any nationalized bank in New Delhi in favour of "Accounts Officer, PAO (Sports)". Name and address of the bidder should be written on the reverse side of the DD/Cheque. DD/Cheque will not be kept in the envelop and will be submitted separately

The other terms & conditions are as under :-

- (a) The bidding firm should have good conditions of buses and cars. All the cars/buses must have valid permit to run in the territory of Delhi - NCR.
- (b) The successful bidder shall have to provide the desire number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates (L1).
- (c) The vehicle shall be at the disposal of the Ministry for all the days as mentioned in the work Order.
- (d) Payment shall be made by the Ministry after successful execution of the work order on the presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
- (e) The driver running the car should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Govt. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
- (f) The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working conditions, for which, no separate payment shall be made by the Department.
- (g) The persons/contractors and driver shall be bound to carry out the instructions of the Department as well as of the officers assigned to the vehicle.
- (h) A daily record indicating time and mileage for each vehicle shall be maintained separately in Duty Slip.

(i) Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be made available at any time of any day as desired by the Officer concerned.

3. It is requested to submit the rates duly signed by the firm's in sealed cover. The outer cover being addressed by name to the undersigned so as to reach not later than 3:00 PM on 23.9.2014 and the quotations will be opened on the same day at 4:00 PM in the Programme Adviser's Cell, 12/11, Jamnagar House, New Delhi.

4. Financial Bids of only those companies will be opened who are found eligible in Technical Bid. The contract can be terminated by this Ministry at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Ministry shall be final and binding on the Contractors. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason.

5. **TDS on payment wherever applicable will be deducted as per Income Tax Rule of Government of India. It should be indicated whether the rates quoted by firm are inclusive or exclusive of sales tax, vat etc.**

Yours faithfully

(Dr. G. K. Tuteja)
Programme Adviser (NSS)

BID PROFORMA FOR SUPPLY OF BLAZER

To

Programme Adviser (NSS)
NSS, Programme Adviser's Cell
12/11, Jamnagar House, New Delhi

Sir,

In response to your letter No. P.12-1/NSS/PAC/2014 dated 9th September, 2014 called sealed tenders for supplying Blazer for IGSS Awards, 2013-14 during the Award distribution ceremony to be held at New Delhi in the month of November, 2014, we quote our rates as under :-

S. No.	Item	No. of Item	Rates (in ₹)	Tax (if any)
1	Blazer (stitched with NSS Monogram on the pocket)	1		

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of Authorised Person)
With full Address & Tel No.

(Seal)

BID PROFORMA FOR SUPPLY OF TROPHY

To

Programme Adviser (NSS)
NSS, Programme Adviser's Cell
12/11, Jamnagar House, New Delhi

Sir,

In response to your letter No. P.12-1/NSS/PAC/2014 dated 9th September, 2014 called sealed tenders for supplying Blazer for IGNSS Awards, 2013-14 during the Award distribution ceremony to be held at New Delhi in the month of November, 2014, we quote our rates as under :-

S. No.	Item	Rates (in ₹) per item	Tax (if any)
1	Trophies with proper NSS Emblems		
	(i) Big size (Metal) - 22'	1	
	(ii) Medium size (Metal) - 19'	1	
	(iii) Small size (Metal) - 15'	1	

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of Authorised Person)
With full Address & Tel No.

(Seal)

BID PROFORMA FOR TRANSPORT SERVICES

To

Programme Adviser (NSS)
NSS, Programme Adviser's Cell
12/11, Jamnagar House, New Delhi

Sir,

In response to your letter No. P.12-1/NSS/PAC/2014 dated 9th September, 2014 called sealed tenders for providing transport services for IGNSS Awards, 2013-14 during the Award distribution ceremony to be held at New Delhi in the month of November, 2014, we quote our rates as under :-

DLY CARS (AC)

S. No.	Type of Car	Rate (in ₹) 80 kms/8 hrs	Charges for extra kms.	Charges for extra hours	Tax (if any)
1	Indica				
2	Indigo				
3	Qualis/Innova/Tavera (all with hangers)				

BUS (NON-AC)

S. No.	Purpose	Rate (in ₹)	Tax (if any)
1	For the purpose of visit of Award place and back of awardees		

We agree to abide by the terms & conditions unconditionally as give in the above referred letter.

(Signature of Authorised Person)
With full Address & Tel No.

(Seal)

BID PROFORMA FOR PRINTING

To

Programme Adviser (NSS)
NSS, Programme Adviser's Cell
12/11, Jamnagar House, New Delhi

Sir,

In response to your letter No. P.12-1/NSS/PAC/2014 dated 9th September, 2014 called sealed tenders for providing transport services for IGNSS Awards, 2013-14 during the Award distribution ceremony to be held at New Delhi in the month of November, 2014, we quote our rates as under :-

S. No.	Particulars	Rate (in ₹)	Tax (if any)
1	Awards Certificates along with printing of award folders and certificate with name of awardees and logo in handmade paper (300gsm) (48 Pcs.) (i) Folder - 12" x 18" size 61 (approx) (ii) Awards Certificates - 10" x 14" size 61 (approx)		
2	Citation Book printing with photo (Hindi and English - Bilingual) (10" x 8" approx. 70 pages (300 gsm-cover page and 140 gsm-inner page) (four color glossy) - approx. 500 copies		
3	Invitation card - approx. 500 cards		
4	Car/Bus parking sticker with Printing (a) Coloured - approx 100 (different colour) (b) Coloured - approx 400 (different colour)		
5	Lapel Cards with holder and ribbon (a) Awardees - approx 75 (b) Officials - approx 50		

We agree to abide by the terms & conditions unconditionally as give in the above referred letter.

(Signature of Authorised Person)
With full Address & Tel No.

Seal

