

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES



(Hospital based autonomous academic Institute, under
Government of National Capital Territory of Delhi, dealing with)
"Brain – Mind Problems & their Solutions"
Dilshad Garden, Delhi 110 095 (India)

Tel.: 2211 2136 Fax: 2259 9227, E-mail: directorihbas@vsnl.net; website: ihbas.delhigovt.nic.in

No.F.14/21/PS(M)/IHBAS/2021/ 207

Date: 14.10.2021

To,

Subject:-Inviting Quotations for making and supply of Rubber Stamp/Name Plate from time to time and Rate Contract for 2 years under LTE.

Sir,

This Institute intends to fix the Rate Contract for 2 years for making and supply of Rubber Stamp/Name Plates from time to time as per requirement of the Institute as per the nomenclature of stamps and name plates as follows:-

S. No.	Name of the item	Size and Specifications
1.	Pre-Ink Stamp (Pocket Case)	<ul style="list-style-type: none">Pre-Ink Computerized with Dura Ink including atleast four times refilling free of cost.4-5 Lines
2.	Pre-Ink Stamp	<ul style="list-style-type: none">Self-Ink Computerized with Dura Ink including four times refilling free of cost.4-5 Lines
3.	Rubber Stamp	<ul style="list-style-type: none">Polymer Rubber use4-5 Lines
4.	Name Plate	Size 39x19 cm, sun board
5.	Sliding Box for the name plate	Size 39x19 cm, white acrylic sheet

Accordingly, the Institute invites quotations, under single bid system, from stamp makers and name plates makers for fixing a Rate Contract of the items for 2 years from the date of opening of the tender. However, the rates can be extended for another one year on mutual consent if needed.

If you are interested in making and supply of Rubber Stamp/Name Plate as per terms conditions given in the tender, you are requested to send your quotation in a sealed envelope superscribed as "Quotation for making and supply of Rubber Stamp/Name Plate" addressed to the Officer In-charge (Purchase), IHBAS, Delhi-110095 by 21.10.2021 at 2:00 p.m.

Officer-in-Charge (Purchase)
Institute Of Human Behaviour & Allied Sciences
(Govt. Of N.C.T. Of Delhi)
Dilshad Garden, Delhi-110095

Salient terms and conditions of the tender are as follows –

1. The quotation may be dropped in the Tender Box available in Purchase Section, IHBAS, or sent by speed post by 2:00 p.m. on or before 21.10.2021. Quotation received after last date will neither be entertained nor returned. Quotation received will be opened on the same day at 2:30 p.m. in the presence of the bidders or their authorized representative, if any.
2. Rate Contract will be for 2 years from the date of opening of tender. However, the rates can be extended for another one year on mutual consent if needed
3. The bidder will quote the price for all 5 items as mentioned above. Price of selective item will not be considered for evaluation of ranking.
4. L-1 will be decided on the basket total price after taking into consideration the price of one item of 5 rubber stamps/name plates as mentioned above.
5. The approved agency will be emailed for making the rubber stamp and name plates required from time to time by MRO, IHBAS.
6. The approved agency will physically deliver the stamp/name plate, as the case may be in good condition within 2-3 days positively to MRO, IHBAS.
7. The approved agency will be bound to make and supply of even one stamp/name plate under Rate Contract. They will have no right for minimum and maximum number of rubber stamp/name plates for issue of order under Rate Contract.
8. The approved agency will have no right for any order for rubber stamps/name plates during the Rate Contract. Order will be placed strictly based on the need of the Institute.
9. Payment will be made on monthly basis after completion of the calendar month and on the receipt of the bill in respect of rubber stamp/name plates made during one month and received in good condition.
10. The payment will be made through ECS/RTGS after certifying by MRO, IHBAS that stamp/name plates has been made in accordance with the required specification, and received in good condition.
11. All bidders have to submit their ECS/RTGS details along with the tender.
12. No payment shall be made in respect of rejected items.
13. Force Majure will be accepted on adequate proof thereof. In this regard, the decision of the Director, IHBAS will be final and binding on the supplier.
14. Quotations not adhering to the above requirements will be rejected at the discretion of the Director, IHBAS.
15. The tender form is NOT TRANSFERABLE.
16. Tenderer submitting tender would be deemed to have considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
17. The Director, IHBAS, reserves the right to reject any tender at any stage without assigning any reason therefore. No correspondence whatsoever shall be entertained in this regard as the decision of Director, IHBAS, is final and binding.
18. The Tender Form may be downloaded only from the IHBAS's Website by the Tenderer.
19. Quotations not adhering to the above requirements will be rejected at the discretion of the Director, IHBAS.
20. Successful agency will have to submit an agreement on non-judicial stamp paper of Rs. 50/- accepting the terms and conditions of the Rate Contract. In case breach of the contract during the execution of the Rate Contract, the agency will be debarred and blacklisted by the Institute. The decision of the Director, IHBAS will be final and binding on the agency.

14.10.21

Officer In-Charge (Purchase)

Officer-in-Charge (Purchase)
Institute Of Human Development & Sciences
(Govt. Of
Dilshad Cantonment, New Delhi