HINDUSTAN PREFAB LIMITED
JANGPURA: NEW DELHI – 14
(PR Division)

HPL/DGM/PR/2018-19/35 Dated: 31.07.2018

Sub : Printing & Supply of Visiting and Identity card.

Sealed quotations are invited in one bid system (Earnest money, Tender Cost, tender with Technical Bid and Financial Bid in one envelope for printing of Stationary of our Company as per under mentioned specifications:

1. **Visiting Card (Quantity depends on the requirement).**
2. **Identity Card with card holder & ribbon (Quantity depends on the requirement).**

Note: The bidders are required to see the samples of above 1 & 2 for size, type, quality and design before quoting the rates.

3. The bidder shall quote the rates inclusive of all types of taxes and GST. Nothing extra will be payable to the contractor.

4. Validity of rates: The rates quoted by the bidder should be valid for one year**.**

5. The interested parties can download the complete tender documents from HPL's website www.hindprefab.in. Tenders downloaded from accompanied with the non-refundable tender cost of Rs. 200/- in the form of Demand Draft in favour of HINDUSTAN PREFAB LIMITED & payable at New Delhi.

6. EMD: **EMD of Rs. 1000/-** shall be deposited in shape of DD in favour **of M/s Hindustan Prefab Limited payable at New Delhi**.

The Earnest money deposited of unsuccessful Bidders shall be refunded within 30 days from the date of deposit of the amount.

The EMD deposit will be forfeited in case the Bidder withdraws his offer before finalization of the tender. EMD of successful tenderer will be adjusted against Security Deposit..

7. Execution: (i) The work shall be completed within four working days from the date of requisition of each order.

8. Quality & time is essence of the contract: if work is delayed, penalty @ 1% of awarded Value for per week of delay shall be charged.

9. The payment will not be made for wrong or incorrect visiting card & Identity card.

10. Sealed quotations duly addressed to the undersigned should reach this office on 10.08.2018 upto 03:00 PM and the same will be opened at 3.30 pm on the same day. Bidders are required to provide sample of papers along with quotations.

11. The management reserves the right to reject any or all quotations without / assigning any reason thereof.

12. **Eligibility criteria: Those printers who are doing similar works can only quote for the work and they should provide documents in support of their capacity.**

13. The valid and relevant to the required work, MSME/NSIC certificate is acceptable for exemption of EMD and Tender Cost.

14. Mode Of Submission:

The tender is to be submitted in one sealed covers as under :-

Envelope I :-

EMD and cost of tender documents. as specified and Supporting Documents as per Eligibility Criteria.

This envelope shall be properly sealed and superscribed as " Envelope – I indicating the NIT No., due Date, Name of Work, Name of Tender, agency should be addressed to HINDUSTAN PREFAB LIMITED, JANGPURA, NEW DELHI- 110014.

Envelop II :-

The financial bid shall be kept sealed in the envelop –II.

Both the envelops i.e. I & II shall be kept in another large envelop indicating the NIT No., due Date, Name of Work, Name of Tender, agency should be addressed to HINDUSTAN PREFAB LIMITED, JANGPURA, NEW DELHI- 110014.

The Financial bid / Quotations of only those parties will be accepted who have successfully qualified the **Eligibility Criteria and deposited Tender Cost & EMD as specified above.**

i) Sealed tender is to be dropped in the Sealed Tender box kept at the security office, Head Office HPL, Jangpura, New Delhi –110014.
ii) Each page of the tender offer must be signed by the Bidder or authorized signatory on behalf of the Bidder.
iii) Rates must be quoted both in figure and words. Use of cutting and overwriting should be avoided. Use of fluid is not allowed.
iv) Conditional tender shall not be accepted.

15. Last Date of Receipt of Quotations is 10.08.2018 upto 3.00 pm and same shall be opened on same day at 3.30 pm.

ARBITRATION:

"Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of specifications and instructions herein before mentioned in the work or as to any way arising out or relating to the contract specifications, estimate, instructions order or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising after award of work or during the progress of the work or after the

completion of work or abandonment thereof shall be referred to the CMD of HPL who will appoint the Sole arbitrator or re-appoint another person on

transfer or vacation of office or unable to act as Arbitrator in place of the original Arbitrator. There will be no objection if the arbitrator so appointed is an employee of HPL and he had to deal with matters to which the

contract relates and in the course of his duties as such he had expressed views on all or any of at the matters in dispute or difference.

Subject to as aforesaid the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration. The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole Discretion."

For and on behalf of **HINDUSTAN PREFAB LIMITED**

I have read and do hereby agree to the terms & conditions as stated above and overlaid & will execute a contract whenever required to do so by HPL.

Contractor/Supplier:

Prop/Partner/Authorized Attorney.