

Through Regd. Post.

OFFICE OF THE DISTRICT & SESSIONS JUDGE::DELHI

No _____/Mediation Centre/07

Dated _____

SHORT TERM TENDER

To

1. The Manager, Kendriya Bhandar, West Block VIII, Wing-III
Ground Floor, R.K. Puram, New Delhi.
2. The Manager, NCCF India Ltd,92, Deepali Building,6th Floor, Nehru place,N.D.
3. The Manager DSIDC, Admn. Block Okhla Phase-I, Near Police Station, New Delhi
4. The Manager DCCW Store limited, Karam Pura Road, Moti Nagar, New Delhi-15.
5. The Manager, Delhi State Consumer Co-operative Federation Ltd
G-184, Basement, Behind Dena Bank , Hari Nagar, Delhi-64
6. The Sudhar Sabha Consumers Co-operative Store Ltd.
DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35
7. Notice Board:- At Tis Hazari, Patiala House, Karkardooma and Rohini Courts, for
information to other Government stores/Emporium/General tenderers.
8. District Courts Web-site Committee, Tis Hazari Courts, Delhi.
9. M/s Sudhir Printers, 151, Desh Bandhu Gupta Market, Karol Bagh, Delhi -05.
- 10.M/s Tarun Sharma (Event Organiser), 5/13, Geeta Colony, Delhi -32
- 11.M/s Ahuja Tent & Catereres, E-25, Hauz Khas Market, Delhi -16
- 12.M/s Super Tent & Furniture House, A/100, Sharda Puri, Ramesh Nagar, Delhi – 15.
- 13.M/s Satkar Caterers and Décor Experts, C-18, Satkar Complex, SDA Shopping
Centre, New Delhi – 16.
- 14.M/s Screw Driver, 94 A, Kamla Nagar, Delhi – 07.

**Sub: (1) Printing of 1000 Annual Report 2006 with following
descriptions :-**

Size : 11.25” X 8.5”
Paper : Art paper Sinan Gloss 130 gsm
Cover : Art paper 300 gsm gloss (laminated)
Pages : About 75 single colour and approx. 10 coloured
Binding : Perfect

**(2) Printing of 1000 Hindi Version of User Manual with following
descriptions :**

Size : 11.25” X 8.5”
Paper : Art paper Sinan Gloss 130 gsm
Cover : Art paper 300 gsm gloss (laminated)
Pages : About 75 single colour and 25 coloured
Binding : Perfect

(3) Printing of 1000 nos. of 2nd Annual Report of Delhi Mediation Centre of year 2006 with following descriptions :

Size : 11.25" X 8.5"
Paper : Art paper Sinan Gloss 130 gsm
Cover : Art paper 300 gsm gloss (laminated)
Pages : About 97 single colour and approx. 15 coloured
Binding : Perfect

(4) Printing of 300 nos. Invitation Cards with two colour printing with envelope

(5) Providing of Six Plasma Screens alongwith its accessories for screening of Documentary

(6) Requirement of professional photographer to cover the function with digital camera.

(7) Installation of Backdrop, Podium and signages with following descriptions :

Size : 15' X 6', Signages made of flex mounted on steel frame, Road signages mounted and framed on steel pipe, printed on flex duly installation, Name plate for dias with acrylic plates, name printed on vinyl bothside and inside hall signages etc.

(8) Engagement of Tent, Catering, Audio Visual System : sitting arrangement of 800 guests in open pandal with side walls and stage complete with dias, roster, stage table including covering of stage with full carpet and water proof kitchen area, open dining area with side wall and carpeting with food stall etc. high tea arrangement and P.A. SYSTEM complete set with lighting arrangement in pandal dining area, kitchen are and passage area.

You are hereby requested to send your sealed quotation for the above mentioned items with necessary descriptions separately on the following Terms & Conditions :-

1. Quotations through Direct, courier, post and any other means, shall not be accepted / entertained in any case.
2. The quotations / tender complete in all respect be put only in tender box placed in room No 326, 3rd Floor Tis Hazari Courts, Delhi on or before **28.11.2007 at 4.00 P.M.**, which will be opened on the same day in the presence of tenderers.
3. *In case of maintenance / service work the firms must have permanent Service Tax Number and mention the Service Tax Registration no./Service Tax Code and Accounting Code in their invoice/receipts submitted by them.*
4. The firms must have sales tax / VAT / TIN no. and Income tax / PAN Nos. and those who have not the same, need not apply. Also the firm must submit proof of depositing sales tax/VAT to indenting department.
5. No payment will be made in advance to the tenderers. The payment of the bill will be made on monthly/quarterly/half yearly basis as deemed fit by this department at the time of placing contract order and only after receiving the satisfactory performance report.
6. The quoted rates should be mentioned in figures as well as in words and should be inclusive of sales tax, VAT, Excise Duty, **(if ST/VAT not mentioned, rates of concerned item will be treated as inclusive of ST,VAT, Excise Duty etc.)**
7. The rates should be quoted F.O.R. Tis Hazari, Karkardooma, Patiala House and Rohini Courts, Delhi or as directed by this office.
8. **The firms must have permanent Service Tax Number and mention the Service Tax Registration no./Service Tax Code and Accounting Code in their invoice/receipts submitted by them.**
9. The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations. Failure to submit Current STCC may render them invalid automatically.
10. On the top of envelope/quotations the name of the articles must be mentioned clearly for which quotation has been called.
11. The Tenderers will furnish warranty/Guarantee against manufacturing defects at least for minimum period of one year.
12. The Purchase Committee in its discretion reserves right to reject or accept any or all the quotations at any time without assigning any reasons.
13. The firm should not be black listed by any Govt. Department/Semi Govt. If any proof of black listing is found against the tenderer/firm at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason.
14. When any working day is declared a holiday then the tenders will be opened on the next working day.
15. In case of job work is found below the standard and not according to the specifications, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
16. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
17. The Purchase Committee reserves the right to accept or reject any tender without assigning any reason whatsoever and no representation of any kind will be

- entertained.
18. The tenderers should submit separate quotation for each item as mentioned in the subject.
 19. In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
 - 20. Each tender form should be accompanied by demand draft/pay order/FDR/Bank 5% of quoted rates as EMD in favour of District & Sessions Judge, Tis Hazari Courts, Delhi**
 21. The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who have been declared exempt from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
 22. In Case of Annual Maintenance Contract/Annual Rate Contract, the respective EMD/bid security submitted by the successful firm would be returned to them with the condition to submit the performance security as deemed fit by the Purchase Committee of this department in form of FDR/ Bank Guarantee/ Demand Draft. The said performance security would be valid for a period of all contractual obligations.
 23. The department reserves the right to impose any other condition at the time of placing order.

(SUNIL GAUR)
**Chairman, Purchase Committee/
Judge Incharge, Mediation Centre
Tis Hazari Courts, Delhi.**