

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: SPORTS BRANCH  
CHHATTRASAL STADIUM: MODEL TOWN: DELHI**

**TENDER FORM FOR PROCUREMENT OF PLA CARDS  
(TO BE FILLED BY THE TENDERER)**

**PRE-QUALIFICATION BID**

Form to be deposited: 2.00 p.m. on 24.11.2008

Tender to be opened: At 3.00 p.m. on 24.11.2008

- A. 1. (a) Name of the firm \_\_\_\_\_  
(b) Address of the firm \_\_\_\_\_  
(c) Name & Address of Prop. /Partner \_\_\_\_\_
2. (a) TIN No. \_\_\_\_\_  
(b) PAN number \_\_\_\_\_  
(c) Attested copy of Value Added Tax Clearance Certificate  
(d) Attested copy of PAN Registration  
(e) Attested Copy of TIN Registration
3. Bid Security deposited vide Demand Draft / FDR No. \_\_\_\_\_  
dated \_\_\_\_\_ of Bank \_\_\_\_\_ for Rs. \_\_\_\_\_ is  
enclosed herewith.
4. (a) Whether any such supply had been made to Govt. Department in the  
past \_\_\_\_\_  
(b) If yes, please furnish full details

Year	Details of Items	Names of Deptt.	Amt.
2005-06			
2006-07			
2007-08			

**5. Annual Turnover**

Year	Turnover (in Rs.)
2005-06	
2006-07	
2007-08	

**PLA CARDS**

14,400 Pla Cards (2400 each in 6 different colour combinations on both sides) having size 24” X 24” made of cotton with fine quality wooden sticks on both side of each pla card.

2400 hand bags measuring 36” x 12” made of Cotton in single colour

**TERMS & CONDITIONS:**

1. The item should be new and complete in good working order.
2. The firm will be responsible for arranging the articles at the desi gnated place for which no extra payment will be made.
3. No extra payment will be made in respect of labour charges, cartage charges, fixing charges and material required for fixing etc.
4. Rates should be inclusive of all taxes, cartage, labour etc.
5. The items can be fixed / supplied at any place in Delhi.
6. The pre-qualification bid from duly filled in & with enclosures attached in all respect should be sealed in a separate envelope inscribing **“PRE-QUALIFICATION BID FORM FOR PROCUREMENT OF PLA CARDS”** on it & also mentioning name & address of the Tenderer on it.
7. Terms & conditions duly signed in token of acceptance should accompany the Technical bid.

(SATPAL)  
ADDL. DIR. OF EDN. (PE & SPORTS)

All the above terms & conditions are acceptable to me /us. I /we bound myself / ourselves to observe them in the event of my/ our tender being accepted.

Signature with seal of firm

Station:

Dated:

Witness:

1. Signature .....
- Name in block letter .....
- Address.....
- Occupation.....
  
- 2 Signature .....
- Name in block letter .....
- Address.....
- Occupation.....

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**TERMS & CONDITIONS OF THE TENDER FOR PROCUREMENT OF PLA CARDS**

1. Sealed tenders are invited for and on behalf of President of India for procurement of PLA CARDS and their bags.
2. The tender shall consist of two separate bids – a pre-qualification bid and a financial bid. The pre-qualification bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed which shall be deposited in tender box kept in the room of Addl. Dir. of Edn. (Sports) at Chhatrasal Stadium, Model Town, Delhi. The tender shall be accepted up to 2.00 p.m. on 24.11.2008. No tender shall be entertained thereafter under any circumstances.
3. Rates shall not be quoted on “Pre-qualification bid” form. In case they are mentioned directly or indirectly, the bid shall be summarily rejected.
  - (a) First, the pre-qualification bids shall be opened on 24.11.2008 at 3.00 p.m. in the room of Addl. Dir. of Edn. (Sports) by the purchase committee constituted for this purpose. Financial bids of only those tenderers shall be opened whose technical bids are approved.

4. The tenders must be accompanied by Bank Demand draft for the amount mentioned below against each item as bid security of any scheduled bank in favour of the **ADDL. DIRECTOR OF EDUCATION (SPORTS)** and bid security received in any other form shall not accepted:-

S. No.	Items	Amount of bid security	Amount of Minimum Turnover (Rs.)
1.	Procurement of Pla-cards & bags	25,000/-	5,00,000/-

- (b) The tenderer should submit the Profit & loss account duly signed by the Chartered Accountant to judge the minimum turnover of the firm, for the last three years i.e. up to the year ending March, 2008.
- (c) Attested copy of Income Tax return of the previous years in respect of the tenderer must also be accompanied with the technical bid.
- (d) The tender will be rejected out rightly in case above clauses Sl.No.4(a to c) are not complied with by the tenderer.
5. It will be at the discretion of the Director of Education to make any enquiry in order to judge the stability and capacity of any firm and his decision or otherwise will be the final.
6. In case the tender, whose rates have been approved and after the order is placed, fails to discharge the obligation of tender so awarded to him, in part or in full or on the grounds of quantity, the Director of Education has the right to place the

order to other firm at the cost and risk of contractor. In such cases, the Director of Education shall have the right to forfeit the earnest money/security or to take any legal action against defaulter contractor.

7. The articles ordered / supplied would be subject to inspections by the authorized teams / representatives of the Director of Education, at any place to be decided by the Deptt. The goods supplied / ordered are liable to be rejected, if the same do not come up to the prescribed specifications / approved samples. The tenderer has to bear all the cost at his own risk.
8. No interest on bid security will be paid.
9. The bid security of unsuccessful tenderer will be returned on finalization of the tenders.
10. The payment towards the supply of the articles shall be made directly to the firm by the Directorate of Education, Delhi.
11. The bid security of the successful tenderer will be retained and treated as performance security upto expiry of the tender. For balance amount of performance security, if required, the dealer will be asked by the department after finalization of the tender. The department can ask the tenderer to deposit upto 10 % of total amount of work order of this office during the tender period in advance at the time of finalization of the tender.
12. Cutting, overwriting in the rates shall be attested without which the tender/ rates shall not be considered.
13. Income tax will be deducted at source @2% in all cases of payment to contractor.
14. The tender which does not comply with any of the above conditions will be rejected.
15. The Directorate of Education reserves the right to accept or reject any tender without assigning any reasons.
16. The terms and conditions are to be signed by the tenderer at the place specified below which will be finally and legally binding on him/her. The tenderer is not entitled to insert /add /delete any terms and conditions whether made herein or thereby a separate note/ letter and the Director of Education shall not be bound by any such addition /deletion and conditional tenders shall not be accepted.
17. The Director of Education shall have the right to accept or reject all or any of the tenders without assigning any reason.

18. The Director of Education shall also have the right to bifurcate and award the contract to any number of tenderers and his decision in this regard shall be Final and binding upon the tenderers.
19. In case of depute, the decision of the Director of Education shall be final and binding on the parties.
20. Under no circumstances, the negotiation would be held with any tenderers except the lowest tenderer.
21. The terms of the tender will be one year from date of acceptance / approval of the competent authority.

(SAT PAL)  
ADDL. DIRECTOR OF EDN. (PE & SPORTS)

Acceptance of the Tenderer :

All the above terms and conditions are accepted by me/us. I/we bound myself / ourselves to observe them in the event of my/our tender being accepted. The earnest money in the form of Demand draft for Rs. \_\_\_\_\_ is enclosed. I am aware that in case of short/ non-supply of items, this bid security will be forfeited. Dy. Director of Education (PE & Sports) is authorized to collect the amount from the bank concerned and credit it in the account of Director of Education in case of forfeiters.

Signature of the tenderer with seal of the firm

Place \_\_\_\_\_

Dated \_\_\_\_\_

Witness:-

1. \_\_\_\_\_  
(Name and address with occupation)

2. \_\_\_\_\_  
(Name and address with occupation)

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CHHATTRASAL STADIUM: MODEL TOWN: DELHI**

TENDER FORM FOR PROCUREMENT OF PLA CARDS  
( TO BE FILLED BY THE TENDERER)

**FINANCIAL BID**

FORM TO BE DEPOSITED : Upto 2.00 p.m. on 24.11.2008  
TENDER TO BE OPENED : At 3.00 p.m. on 24.11.2008

- A. 1. (a) Name of the firm \_\_\_\_\_  
(f) Address of the firm \_\_\_\_\_  
(g) Name & Address of Prop./Partner \_\_\_\_\_

**SUPPLY OF COSTUMES**

**B Rates in respect of Pla cards & Bags**

14400 Pla Cards (2400 each in 6 different colour combinations on both sides) having size 24" x 24" made of cotton with fine quality wooden sticks on both side of each pla card.

2400 hand bags measuring 36" x 12" made of cotton in single colour.

Note:

The rates should be indicated per item & inclusive of Value Added Tax and other Govt. levies.

The Tender shall be liable to be rejected if all the columns are not properly & completely filled up.

This financial bid form duly filled in should be sealed in a separate envelope inscribing "**FINANCIAL BID FORM FOR PROCUREMENT OF PLA CARDS**" on it & due mentioning name & address of the tenderer on it.

Signature with name & stamp of firm