

F.No. 28-4/2016-GSS
Government of India
National Commission for Minorities

5th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: 29.11.2016

Subject: Supply of folders in the Commission for Annual Conference.

Sealed quotations are invited from suppliers for supply of **350 folders** in the Commission for Annual Conference 2017. Before quoting the rates, the interested suppliers may visit the Commission (Room No. 14) to inspect the sample of the folder to be supplied.


2. The sealed envelope containing the quoted rates may be submitted to Under Secretary (Admn), National Commission for Minorities, Lok Nayak Bhawan, New Delhi latest by **3 pm on 12.12.2016**.
3. (i) Earnest Money Deposit (**EMD**) of **Rs. 5,000** in the form of Demand Draft payable to 'DDO, National Commission for Minorities' should be submitted along with the quotation.
(ii) EMDs of unsuccessful bidders will be returned after finalisation of the tender process.
(iii) The bidder will have to submit a sample of the folder along with the quotation.
(iv) Along with the sample they will also submit a proof/certificate of having supplied such items to some government/reputed organisation.
(v) **Price bid should be placed in another separate sealed envelope.** If price bid is not placed in a separate sealed cover, the bid will be rejected summarily.
(vi) **Price bid of only those suppliers, who are technically qualified, will be opened.**
(vii) The proof/certificate and the sealed cover containing price bid should be placed in another bigger sealed envelope on which following should be marked "Supply of folders for Annual Conference 2017".
(viii) Sample folders of the unsuccessful bidders will be returned after finalisation of tender process. Sample folder of the bidder who is awarded the contract will be kept in the office.

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4. The quotations will be opened on **12.12.2016 at 4 p.m.** The Tender Committee shall first assess the suitability of the bidder by evaluating the sample and the proof/certificate mentioned above. If the sample folder submitted along with the quotation is not as per the approved sample kept for inspection in the Commission, then the quotation will not be considered. In case a bidder is found unsuitable, the price bid shall not be opened and he shall not be considered. The selected firm/supplier will be required to supply the folders **latest by 28.12.2016, 4 p.m.**

5. Payment for the folders supplied will be made to the supplier only after delivery and receipt of bills. If there is any delay in supply after the prescribed date their EMD will be forfeited and the Tender Committee as prescribed by NCM will be at liberty to impose penalty commensurate to the delay and deduct from the amount payable to the awardee of contract. If the folders supplied/ to be supplied are not commensurate to the quality of the sample, NCM reserves the right to reject the entire/part supply which does not confirm to the sample quality. In the event that NCM is compelled to accept folders in lesser quality, the Tender Committee will decide the amount to be deducted from the payment. For causing inconvenience to NCM, EMD also be forfeited. Commission reserves the right to cancel the tender without assigning any reasons.



(Sudhir Goel)

Administrative Officer