

F.No.15014/17/2019-Ad.III
Government of India/Ministry of Home Affairs
(Ad.III Section)

Hall No.2, North Block, New Delhi.
Dated the 28th November, 2019

TENDER NOTICE

Sub : Purchase of various types of Diaries, 2020 – reg.

Various types of Diaries for the year 2020 need to be printed for official use in this Ministry as detailed below:-

Sl.No.	Type & Size of Diaries	Quantity required
1.	Executive (Spl) Diaries for Ministers and Sr. Officers	100 Nos.
2.	Executive Diaries for Gazetted Officers	1100 Nos.
3.	Diaries for Non-Gazetted Staff	3000 Nos.

2. The Diaries for MHA would possess the following specifications:
 - a. National Emblem on top of cover front.
 - b. 'Ministry of Home Affairs' titled in upper/middle portion of cover front.
 - c. Telephone Directory of MHA upto JS and above level officer.
 - d. Central Govt.'s Holiday list (GH/RH) during the year 2020 issued by DoPT.
 - e. Name of Gazetted officer may be printed in the bottom right side of cover front for executive.
 - f. Different Maps of India/world may be incorporated for executive Diaries.
 - g. Month wise Catalogue.
3. It is requested to take sample of all the types of aforesaid diaries belong to last year for quality/specifications before participating in tender process. The sample of last year diaries may be obtained from Ad.III Section, MHA, Hall No.2, Jalebi Chowk, North Block. The firm has to send samples of all the three types of Diaries to this Ministry for perusal of Committee constituted for evaluation of quality/specification of Diaries. In the absence of sample, the tender will not be entertained. The requirement of dairies may be increased or decreased and the firm(s) will have to provide the same within seven days of placing the order without further hike of approved rates.
4. E-bids/e-quotations (Technical & Financial) are invited for aforesaid printed Diaries. However, the quoted rates should be inclusive of all the taxes and other charges. The above would be supplied within Seven days of placing the Order. Incomplete or conditional bids shall not be entertained. Tender of those firm will be entertained only after deposition of Earnest Money Deposit (EMD) amounting to Rs.30,000/- (Rupees thirty thousand only) in favour of DDO, Ministry of Home Affairs, payable at New Delhi. The EMD has to be submitted to Section Officer (Ad.III), MHA in Hall No.2, Jalebi Chowk, North Block, New Delhi by 18.12.2019. The EMD will be refunded after finalization of contract. Earnest money will not bear any interest.



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5. The selected firm will have to deposit a performance security of Rs.50,000/- (Rupees fifty thousand only) in form of F.D.R. or Bank Guarantee in favour of DDO, Ministry of Home Affairs, payable at New Delhi which valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The security money shall bear no interest and will be returned after successful completion of the job.
6. The Bid shall be opened online on the scheduled date and time at 11:00 A.M. on 20.12.2019. No bidder firm will be allowed to withdraw their name after opening of bid otherwise their EMD would be forfeited.
7. Ministry has reserved right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions without assigning any reason.
8. The tender documents may be downloaded from e-procurement portal/website from 28.11.2019 to 19.12.2019.

Yours faithfully,



(S. Samanta)

Under Secretary to the Govt. of India
Tele : 2309 3284

Copy to :-

1. SO(IT Cell), MHA for uploading on MHA's website.
2. CPP Portal.