

No. 1-1/2013-GA
Telecom Regulatory Authority of India
General Administration Section
Mahanagar Doorsanchar Bhawan
Jawaharlal Nehru Marg, Near Zakir Hussain College
New Delhi – 110002.

Dated: 6th February, 2015.

To,
M/s.....

Sub.-: Limited tender enquiry for making and supply of Identity Cards, Card Holders, Lanyard, etc. for TRAI.

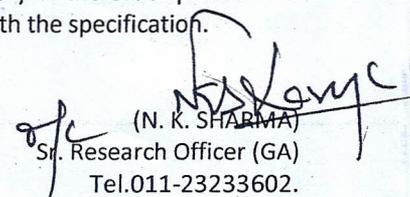
The undersigned is directed to invite sealed quotations for making and supply of Identity Cards, Card Holders, Lanyard, etc. for TRAI, Mahanagar Doorsanchar Bhawan, New Delhi on the terms and conditions mentioned below. In case you are interested to make and supply the above items to TRAI, you are requested to submit your rates for the items to the undersigned by name in sealed cover. The sealed quotations addressed to the Sr. Research Officer (GA), TRAI, Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg (Old Minto Road), New Delhi – 110002, and clearly marked '**Making and Supply of Identity Cards, Card Holders, Lanyard, etc.**' should reach this office **by 3:00 PM on 20.02.2015**. The quotation will be opened by the Tender Evaluation Committee (TEC) on the same day at 3:30 PM in Room No. 721, 7th Floor, Mahanagar Doorsanchar Bhawan, in the presence of the tenderers who wish to be present. In case, any holiday is declared by the Government on date of opening of the tender, the tender will be opened on the next working day at the same time and place. **The scope of work and other specifications may be ascertained from the undersigned during working hours on any working day on or before 20.02.2015 (upto 12.00 Hrs).**

Terms and conditions

1. Quotation received after due date and time, those received without sealed cover and rates not quoted in the proforma given below, will not be accepted.

Sl. No.	Name of Item	Price per unit (Rs.)	Tax	Total cost per unit (in Rs.)	
				In Figure	In Words
1.	Identity Card (Driving Licence style)			Rs.	Rs.
2.	Card Holder and Lanyard standard size (in Slik with printed TRAI in Hindi & English)			Rs.	Rs.
Total (1) + (2)				Rs.	Rs.

2. No request for change in rates quoted/accepted will be entertained for any reason.
3. Canvassing in any case or form is strictly and rate quotation of tenderer who resorts to canvassing will be summarily rejected.
4. Rates should be quoted without erases and overwriting. Any correction in rates is required to be signed by the tenderer otherwise the tender may be summarily rejected.
5. The competent authority of this Department reserves the right to reject any or all the rate quotations without assigning any reason thereof. TRAI is not bound to accept the lowest tender.
6. Contract will be awarded to the firm recommended by the Tender Evaluation Committee and approved by the Competent Authority of TRAI. The contract will be initially for the period of two years from w.e.f. 01.4.2015.
7. The identity card details should be collected from TRAI office and printed cards to be delivered to TRAI office by the firm without any extra charges.
8. The payment will be released after verification of the allotted work on production of bills. 5% of bill amount will be deducted for poor service or delay in complying with the date of delivery of the order placed. The entire job will be rejected, if the same has not been carried out in accordance with the specification.
9. TRAI reserves the right to terminate the contract without assigning any reason.


(N. K. SHARMA)
Sr. Research Officer (GA)
Tel.011-23233602.