

**Nehru Yuva Kendra Sangathan**  
**IInd Floor, Core-IV, Scope Minar,**  
**Laxmi Nagar District Centre, Vikas Marg,**  
**Delhi -110092**

**TENDER NOTICE**

Sealed tender for preparation of Identity Cards (The likely number would be minimum 10,000) are invited from reputed agencies having considerable experience of preparation of I- Cards. Details of the Tender document are available on our website [www.nyks.org](http://www.nyks.org) and can also be collected from Section Officer, NYC Section , NYKS. Tender document in sealed cover is to be submitted to Jt. Director (NYC), NYKS, 2<sup>nd</sup> Floor, Core-IV, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi latest by 6<sup>th</sup> August, 2010 , 3.00 P.M.

Joint Director (NYC)  
Nehru Yuva Kendra Sangathan

**NEHRU YUVA KENDRA SANGATHAN**  
**Tender From**

**I TECHNICAL SPECIFICATIONS OF JOB**

<b>S.No.</b>	<b>Particulars</b>	<b>Specifications</b>
1.	Size of I-Card	87mm x 54 mm (Standard size)
2.	Quality of the Card	PVC fused Card
3.	Colour	As per attached sample
4.	Thickness	Minimum 0.7 mm
5.	Quantity to be prepared	likely number would be minimum 10,000

Note : All details related to I-card shall be provided by NYKS in soft form.

**II PROFILE OF THE AGENCY**

Name address & phone numbers of the Agency \_\_\_\_\_

Date of establishment of the firm \_\_\_\_\_

Areas in which the Agency is working  
(Please attach detailed profile) \_\_\_\_\_

Major Assignments done so far \_\_\_\_\_

PAN/ TAN number \_\_\_\_\_

Name of Nodal officer to be

Contacted, his Email & Phone No \_\_\_\_\_

Please attach sample of quality of work done by the firm in past.

---

**III RATES FOR THE PREPARATION OF I-CARD**

Net Rate including all kind of taxes etc  
for preparation of one I-card\* Rs. \_\_\_\_\_

\*This rate would be inclusive of all the conditions mentioned in Tender and General Terms and Conditions for providing the I-Card. The party should mention only one rate failing which Tender will be summarily rejected. The quoted rate will be valid for one year from the date of award of order.

(Authorized Signatory)

# NEHRU YUVA KENDRA SANGATHAN

## GENERAL TERMS & CONDITIONS OF TENDER FOR THE PREPARATION OF IDENTITY CARDS

1. Technical Specification document related to tender is available on the web site [www.nyks.org](http://www.nyks.org) of NYKS Core, 2<sup>nd</sup> Floor, Scope Minar, Laxmi Nagar, District Centre, Delhi – 110002. Bid shall be addressed and submitted to Joint Director (NYC) by 3.00 P.M. on or before 6<sup>th</sup> August, 2010 in the office Nehru Yuva Kendra Sangathan.
2. The bids shall be opened in the office at 4.30 PM on 6<sup>th</sup> August, 2010 in presence of the bidders or their authorized representative who wish to attend.
3. In case, last date of submission of bids happens to be a closed holiday, the bid will be received and opened on the next working day at the specified time indicated above.
4. **Procedure of submission of bids**

The bidders shall submit the tender in sealed cover as prescribed below addressed to Joint Director (NYC) latest by 3.00 P.M. on or before 6<sup>th</sup> August, 2010 in Nehru Yuva Kendra Sangathan.

The sealed cover should contain

- a) Earnest Money deposit of Rs. 10,000 (Rupees Ten thousand only) in the form of a Demand Draft/Pay Order payable to the Director General, Nehru Yuva Kendra Sangathan.
- b) Certificate by the authorized signatory that all terms and conditions of the tender are acceptable to the bidder.
- c) The sealed cover should contain the Financial bid and the Demand Draft/pay order as earnest money to be deposited. The envelope should be subscribed "Financial bid for printing of " Identity Cards of NYC".

**The last date of submission of bids is 6<sup>th</sup> August, 2010 by 3.00 P.M.**

5. Late Bids.

The late bids i.e. the bids received after the specified date and time shall not be considered.

The EMD should remain valid for a period of atleast forty-five days or beyond. The EMD of the unsuccessful bidders would be returned to them after finalization of the tender and the EMD of the successful bidder would be released after the receipt of Performance Security as prescribed below

6. **Performance Security**

The successful bidder will be required to furnish performance security of 5% of the initial contract value in the form of Demand Draft/Pay order/Bank Guarantee from a commercial Bank in favour of Director General, Nehru Yuva Kendra Sangathan payable at New Delhi within 2 days of receipt of

the order. The performance Security shall remain valid till sixty days of the completion of all contractual obligation.

It should be clearly understood that in the event of the work not being completed as per the time scheduled laid down by the NYKS, the performance security is liable to be forfeited. This will be in addition to the liquidated damages/penalty, if any, which may be imposed as specified in the terms and conditions hereto. No interest on performance security would be payable by NYKS under any circumstances.

## **7 Terms and condition for preparation/supply of Identity Cards**

1. The size of the Identity Card (fancy type) will be 87 mm x 54 mm (Standard size)
2. The material/sheet to be used for preparation of identity card should be good quality plastic sheet, preferably the imported one.
3. The identity card will be in multicolour form with coloured photographs of the volunteers.
4. Each identity card will bear a unique number. The identity card will be provided/intimated by the office. The number will be printed on the front size of the identify card.
5. After completing the entire entrusted work of the first lot the visit of contractor at NYKS Office for preparation of additional Identify Cards of the staff will be Monthly. However for immediate nature of work or on special occasions, the services of the photographers/supplier of Identify Cards might be required even in short period also.
6. The design of identity card can be seen in the office of the NYKS on any working day. However there may be minor changes in printing matters/spacing etc. and the same if any will be informed well in advance
7. The identify Cards to be completed in all respect and supplied to NYKS with in 30 days
8. The contract will be valid for a period of one year from the date of the issue of job award letter subject to the fulfillment of the requisite satisfactory services on regular basis.
9. The NYKS reserve the right to approve/reject /postpone the called quotations without assigning any reasons.

## **8 Other Terms and Conditions**

- Rates should remain firm for entire work. The offered rate will be valid for one year duration from the date of award of order. The hike on duties/prices of material will not affect the tender and will not entitle the bidders to claim any difference in amount as a result of such hike. However, any effect of decrease in duties or taxes, will be passed on to NYKS by the bidder.
- Printed terms and conditions of the tender will not be considered as forming part of the bids. In case terms and conditions of the contract applicable to this invitation to tender are not acceptable to any bidder, he should clearly specify deviation in his bid. NYKS reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider, to accept or reject them and will not be bound to give reasons for its refusal to consider the bid with such deviation.
- Hypothetical and conditional bids will not be entertained.
- All legal disputes arising out of the bids, if any, shall be subject to the jurisdiction of the court of Delhi only.
- Bidder shall enclose a certificate certifying that all the terms and conditions of the tender are acceptable to him.
- VAT/LST/CST, if any, should not be quoted separately.

- The NYKS reserves the right to terminate the contract at any time if it is satisfied that the bidders has failed to fulfill its obligations as per the terms and conditions of the contract. The decision of the NYKS in this regard would be final and binding.
- Rates quoted would remain valid for one year from the date of award of contract. The agency shall have to work on the same rates irrespective of quantum of order till one year.

## **9 Risk Purchase Clause**

If the firm after submission of bid and due acceptance of the same i.e after the placement of order fails to abide by the terms and conditions of the tender document, and/or execute the delivery as per prescribed schedule given or at any time repudiates the contract, the NYKS will have the right to forfeit the EMD, invoke the performance security deposited by the firm and get the work done from other firm at the risk and consequence of the firm. The cost difference between the alternative arrangements and firms bid value will be recovered from the firm alongwith other incidental charges including custom duties, taxes, freight and insurance etc.

## **10 Liquidates Damages/Penalties**

In case of bidder fails to fulfill the obligations as per the terms and conditions of the contract, the NYKS may impose penalty to the extent of 100% of the total contract value besides forfeiting performance security.

## **11 Delivery**

All the prepared I-cards item will be delivered at NYKS Hq. Delhi for which no extra payment shall be made with in 30 days of the date of award of work order .