

## ANNEXURE-I

### CALL FOR QUOTATIONS

F. No. 2(321)/Admin-III/2021-2022

Dated: 29.12.2021

To,

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Quotations for supply/preparation of flowers and flowers decoration etc. at AICTE, Hqrs., New Delhi.**

Sealed quotations are invited for supply/preparation of flowers and flowers decoration etc. with specifications/particulars of items therein: -

Sl. No.	Description/Particulars of Items	Flower Name of Nos.	Unit	Quantity	Rate Per Unit / Kgs. / Nos.
1	Flower Basket (Small)		01		
2	Flower Basket (Medium)		01		
3	Flower Basket (Big)		01		
4	Flower Pot (Small)		01		
5	Flower Pot (Big)		01		
6	Marigold Garland (Small)		01		
7	Marigold Garland (Big)		01		
8	Flower Patch		01		
9	Rose Single Stick		01		
10	Rose Double Stick		01		
11	Bouquet (Small/Medium/Big)		01		
12	Rose Leaf / Petals		01 Kg		
13	Marigold Leaf / Petals		01 Kg		

You are requested to submit the sealed quotation to Director (Admin) on or before **05.01.2022 by 11.00 AM**

## **Terms & Conditions: -**

1. Only Reputed vendors/ firms are eligible to participate in Tender / Quotation.
2. The above rates are inclusive all taxes / GST.
3. Flowers should be in Fresh condition.
4. **Delivery before 8:00 AM in each chamber twice a week in summer season and once a week in winter season.**
5. Use different kind of flowers at every time.
6. If any complaint receives form for poor quality of flowers, payment of such days will not be released.
7. Payment shall be release after successful supply of the items and submitting satisfactory report as per our specifications. The normal payment terms of AICTE is that the bill is settled within one month of submission of bills.
8. In case the performance of the firm is not found to be satisfactory, the Council shall be at liberty to cancel the contract at any time.
9. In case any dispute arising out of the contract, either during the currency of its operation of any time thereafter, the decision of the Member Secretary, AICTE will be final and binding on the contract.
10. The rates mentioned in the work order will be valid for the entire period of one year from the date of award of contract. The rates will not be revised under any circumstances.
11. If the service provided by firm is found to be unsatisfactory at any time / or it is found that the information provided for awarding the work is false. AICTE will have the right to terminate the contract.
12. The contract can be extended for further period to Two or more year on year to year basis on same terms and conditions and same rates, subject to satisfactory services provided by the vendor.
13. The AICTE reserve the right to reject any or all the quotation or accept them in part without assigning any reasons.
14. The quotation duly signed by the firm/ agency should contain in the Sealed Envelope super scribed with "Quotation for supply/preparation of flowers and flowers decoration etc. at AICTE Hqrs., New Delhi
15. No quotation will be accepted after last dated of submission of quotation.
16. Copy of valid GST No.
17. Copy of Bank detail
18. Copy of PAN No.

## ANNEXURE-II

### CALL FOR QUOTATIONS

F. No. 2(321)/Admin-III/2021-2022

Dated: 29.12.2021

To,  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Quotations for supply/ preparation of Rubber/Self ink stamps, Flex/Cloth Banner and Name plate (S.S.) etc. at AICTE, Hqrs., New Delhi**

Sealed quotations are invited for supply/preparation of Rubber Stamps, Flex/Cloth Banner and Name plate (S.S.) etc. with specifications/particulars of items therein

SL. No.	Description/ Particulars of Items	Rate per Item/ per unit/ Sq. FT. /Sq. Inch	Rate( In IRS)
1.	Self-ink stamp	01	
2.	Dater self-ink stamp	01	
3.	Ordinary stamp	01	
4.	Flex Banner with stand	Per SQ.FT	
5.	Flex Banner without stand	Per SQ.FT	
6.	Cloth Banner with stand	Per SQ.FT	
7.	Cloth Banner without stand	Per SQ.FT	
8.	Standee 3X6	01	
9.	Name Plate (S.S)	Per SQ. Inch	

You are requested to submit the Sealed quotation to Director(Admin) on or before **05.01.2022 by 11.00 AM**

**Terms & Conditions: -**

1. Only Reputed vendors/ firms are eligible to participate in Tender / Quotation.
2. Delivery of items to be made as per requirement of AICTE. The contractor or his representative will be required to visit this office to enquire about the work order twice a week and also on receipt of telephone/ Fax/ email messages from the Council.
3. The contractor shall have to supply the items within two days of the date of receipt of the order. However, the items of urgent nature shall have to be delivered on the same day if it is specifically requested by the Council.
4. Payment shall be released after successful supply/ preparation and installation of the items and submitting satisfactory report as per our specification from the concerned Bureau / Cells of AICTE
5. Rates should be quoted inclusive all applicable taxes/ GST etc.
6. The quotation duly signed by the firm/ agency should contain in the Sealed Envelope super scribed with "Quotation for preparation of Rubber/Self ink Stamps, Flex Banner and Name plate (S.S.) etc. at AICTE Hqrs., New Delhi
7. No quotation will be accepted after last dated of submission of quotation.
8. Copy of valid GST No.
9. Copy of Bank detail
10. Copy of PAN No.
11. The firm awarded the work can be disqualified during the tenure of the contract in case of poor-quality work, not execution of work. Satisfactory, unreasonable delay in responding to the AICTE requirements.
12. The rates mentioned in the work order will be valid for the entire period of one year from the date of award of contract. The rates will not be revised under any circumstances.
13. No transportation charge will be paid by AICTE.
14. The AICTE reserve the right to reject any or all the quotation or accept them in part without assigning any reasons.
15. In case of any disputes arises out of the contract either during the currency of its operation or any time thereafter. The decision of the Member Secretary AICTE will be final and binding on the contract.
16. The contract can be extended for further period of Two or more year on year to year basis on same terms and conditions and same rates, subject to satisfactory services provided by the vendor.