



INSTITUTE OF GOVERNMENT ACCOUNTS & FINANCE
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE
BLOCK-IV, OLD J.N.U. CAMPUS
NEW DELHI - 110067

Tele Nos. 2610 2257, 2610 5713 Fax No. 26105378, 26174184

No. 11011/INGAF/MISC/ 2018-19/956

Date: 17/09/2018

TENDER NOTICE

INGAF is the Central training Institute under Ministry of Finance, Government of India at New Delhi is in requirement of various training materials. Sealed quotations are invited from reputed/registered firms for supply of the Specific items with INGAF Logo at INGAF (Ground Floor), Block 4, JNU Old Campus, New Delhi 110067. The interested parties may inspect the premises at any time between 2.00 P.M to 5.00 P.M on any working day between 17/09/2018 to 20/09/2018 to inspect the specific items with INGAF logo required to be procured within the specific time.

2. It is, therefore requested to send the rates/quotation for the items mentioned in list enclosed in a sealed cover so as to reach the undersigned by 3:00 P.M. On 25/09/2018. The quotation and its envelope must be super-scribed "QUOTATIONS FOR SPECIFIC ITEMS WITH INGAF LOGO". The Earnest money of Rs. 40,000/- (Rupees forty thousand only) may be attached with the quotation in the form of the demands draft in favor of PAO INGAF, payable at New Delhi. The rates should be indicated in both FIGURES & WORDS including all charges like all taxes, loading-unloading, etc. The rates quoted by the suppliers firms must be fixed and final.

Tender can be downloaded from the website at www.ingaf.in.

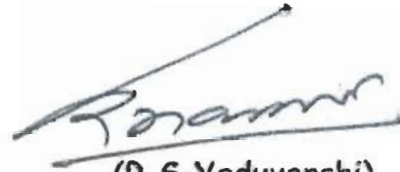
(R S Yaduvanshi)
Asstt. Accounts Officer (Admn.)

1. Website of INGAF.
2. Website of CGA.
3. List of suppliers enclosed.

The terms & conditions are as under:-

1. The payment will be released after the successful satisfactory Supply of the Specific items within the specified time.
2. The validity of rates of the items supply will be valid and fixed for a period of 365 days from the date of opening of Tender;
3. The specific items supplied shall be of best quality.
4. Proof of registration with GST etc. is to be furnished.
5. All rates shall be quoted separately for each item.
6. The INGAF management does not bind itself to accept the lowest tender or to give any reason for their decision in this regard.
7. Tenderers shall produce a copy of valid PAN number. In case tax will be deducted at source as per G.O.I. rules.
8. Tenderers are directed to inspect and examine the items proposed to be purchased and satisfy themselves before submitting their tenders so as to obtain all necessary information and to take actual dimensions of items so as to quote correct rates.
9. Sales tax / GST or any other Taxes levied on materials in respect of this contract shall be payable by the contractor and the office of INGAF will not entertain any claim whatsoever in this respect. However G.S.T. on Contractors bills will be paid as per G.O.I. rules.
10. The list of specific items along with specifications is also enclosed as Annexure to this tender format.
11. The last day for receiving the quotation is 25-09-2018 at 3:00 P.M in the Administration Wing and the quotation received will be opened by the Evaluation Committee at 03.15PM on the same day.

12. The earnest money will be returned to all the tenderers after the finalization of tender.
The tenders received without earnest money shall summarily be rejected.
13. The earnest money of successful tenderer will be forfeited if he fails to supply the specific items within specified time after acceptance of supply order.
14. In case of any complaint or non-fulfillment of any obligation the Director, (INGAF) reserves the right to withhold the payment etc. or terminate the contract immediately
15. Competent Authority, INGAF reserves the right to accept or reject quotation without assigning any reasons thereof.
16. Any other information/details may be had from the Asstt. Accounts Officer (Admn.) on any working day from 1400 Hrs. to 1700 Hrs. Interested parties may, if they so desire, visit the INGAF personally on all working days between 1400 hrs. to 1700 hrs.



(R S Yaduvanshi)
Asstt. Accounts Officer (Admn.)

Name of work: Limited Tender Enquiries (NIT) for Specific items with INGAF Logo, INGAF (Ground Floor), Block 4, JNU Old Campus, New Delhi.

S. No.	Description of Items	Qty. likely to be procured	Rate Per piece	Total Amount
1.	Spiral Slip Pad with INGAF Logo printing	500		
2.	Uniball Pen with INGAF Logo printing	500		
3.	Certificate folder with INGAF Logo printing	500		
4.	Bag with INGAF Logo printing	500		
5.	Pen Drive with Key Chain & INGAF Logo printing (16 GB)	500		
6.	Plastic Folder with INGAF Logo printing	500		
7.	Pen Reynolds with INGAF Logo printing	500		
8.	Certificate paper with Ashoka Logo	500		

The Rates should be inclusive of the G.S.T applicable etc.

Signature of the Supplier

Name of the firm with seal

