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## The Haryana Pond and Waste Water Management Authority

Plot No-9, DHL Square, 3<sup>rd</sup> Floor, IT Park, Sector-22, Panchkula

E-Mail Id: [ms.haryanapondauthority@gmail.com](mailto:ms.haryanapondauthority@gmail.com)

Website: [www.hpwwma.org.in](http://www.hpwwma.org.in)

Letter No:-HPWWMA/2024/ADMN/0023A/ 2556

Dated:- 12/06/2024

### NOTICE INVITING QUOTATION(3rd call)

Sealed quotations are invited for Providing & Fixing of Name Plates for Officers Rooms & Staff Cabins of HPWWMA at 3rd floor, DHL Square, Sec-22, Panchkula.

#### Schedule – A .

S. No.	PARTICULARS.	REMARKS
1	Ref. Number	HPA/ADMN/2023/0023/
2	Last date & time of bid submission by bidders.	28-06-2024(15:00 hrs.).
3	Date & Time of opening of Financial Bids	28 -06-2024 (15:30 hrs.)
4	Bid validity	03 Months.

The rates are to be quoted in prescribed format as “ANNEXURE-I”.

Bidders can submit their bids through post or put in tender box lying in the office of HPWWMA.

#### **Terms and Conditions.**


1. No advance payment will be made.
2. Sample photographs of the name plates with detailed dimensions are enclosed for reference, however a sample name plate is to be supplied and got approved by the agency before complete supply as per work order.
3. The HPWWMA will not accept any duplicate/ substandard items. If the supplier is not able to supply the items as per make/ sample action may be taken against the firm i.e. imposition of penalty.
4. If the supplied items are found defective and not up to the mark, the same should be replaced by the agency within a period of 2 days.

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5. The firm should be registered with the Government for the purpose of Tax-GST etc. and the certified copies should be attached with the bid documents.
6. Rates should be quoted in figures & words as well in the prescribed format as ANNEXURE-I. The rates should be inclusive of all taxes & nothing extra will be paid.
7. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents.
8. Duly constituted committee shall open and evaluate the bids and accordingly accept the bid(s) on the basis of lowest quote and quality of sample of non-branded items.
9. In case, the supplier is found to have breached any condition(s) of the contract at any stage or services of the supplier found not be to the satisfaction of the HPWWMA, the contract may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding.
10. The bidder has to give a declaration in the attached form as (ANNEXURE-III) that he has not been black listed/ debarred by any the Government or PSUs.
11. Any dispute, subject to Panchkula Jurisdiction only.

**Vender Eligibility criteria: -**

1. Bidder should possess valid GST Number. Attested copy of the same must be submitted with the Bid.
2. The bid shall be valid for three months.
3. Information furnished by the Firm/Supplier/Bidder as per ANNEXURE-II should be self-attested.
4. The Bidder should not have been blacklisted by any of the Department/ Ministry/ Organization. A duly signed declaration to this effect must be submitted by the agency.
5. The invitation of quotation is open to all manufactures, their authorized suppliers and general order suppliers, who are having at least 03 years of experience in the field.
6. Haryana Pond and Waste Water Management Authority shall reject the bid, if it detects that bidder recommended for award has ever found engaged in corrupt or fraudulent practice while competing for the contract.

  
11/06/24  
**Technical Advisor**  
**HPWWMA, Panchkula.**

ANNEXURE-I

<b>Name of Work:-Providing &amp; Fixing of Name Plates for Officers Rooms &amp; Staff Cabins of HPWWMA at 3rd floor, DHL Square, Sec-22, Panchkula</b>					
<b>S/N</b>	<b>Description Items</b>	<b>Unit</b>	<b>Qty.</b>	<b>Rate (In Rs. Incl. All Taxes)</b>	<b>Amount (In Rs. Incl. All Taxes)</b>
1	Providing & fixing name plates with sliders and frames made of acrylic sheet depicting name and designation of officers with white pasting tape for the officers rooms of HPA, as shown in the drawing ( <b>Annexure-A</b> ) and as per the direction of Member Secretary, HPA.[Photographs-I & II]	Each	13		
2	Providing & fixing name plates on sheet made of acrylic sheet depicting only designation with white pasting tape for the staff cabins of HPA as shown in the drawing ( <b>Annexure-A</b> ) and as per the direction of Member Secretary, HPA. .[Photograph- III]	Each	42		
<b>Total Amount</b>					
<b>Terms &amp; Conditions:-</b>					
1. Installations charges are included in the price.					
2. Final payment will be made after successful completion of the work.					
3. Work should be completed within 15 days of issue of this order positively .					
4. The work should be executed as per direction of HPA.					
5. The rate should be inclusive of all taxes of any type i/c GST.					

(Signature of Authorized Person)

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**ANNEXURE-II**

**Information to be Furnished by the Firm/Supplier:-**

<b>Sr. No</b>	<b>Particulars</b>	<b>To be filled by the Suppliers</b>
1.	Name of Firm/Agency	
	Address	
	Name of Proprietor	
	Telephone no.	
	Mobile No.	
	Email. Address	
	Name of Business partner, if any	
2.	PAN Number (Copies to enclosed)	
3.	CST/VAT Registration Certificates (Copies to enclosed along with TIN numbers)	
4.	Service TAX Registration no. copies to enclosed	
5.	Whether terms and conditions are acceptable or not?	
6.	Whether the firms is blacklisted by any Government/Department or any criminal case is registered against the firm or its own/partners anywhere in India (if No, an undertaking to this effect may be attached.	

Date:- .....

.....  
Signature of Authorized Person

Name.....

Address.....

**ANNEXURE-III**

**Declaration**

To

Member Secretary,  
Haryana Pond & Waste Water Management Authority.  
Plot No.-9, DHL Square, 3<sup>rd</sup> Floor, IT Park, Sector-22, Panchkula-134109.

R/Sir,

I/We.....  
..hereby confirm that our firm has not been banned o blacklisted by any government organization/ Financial Institution/ Court/ Public Sector Unit/ Central Government and no Police /Vigilance enquiry/Criminal case is pending against us.

Date:- .....

.....  
Signature of Authorized Person

Name.....

Address.....

Mob. No.....

