

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

NOTICE INVITING TENDER

Scaled quotations are invited from the reputed agencies for preparation of laminated office Identity Card to Officers/Employees of University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 as per terms & conditions given below: -

TERMS AND CONDITIONS FOR PREPARATION / SUPPLY OF IDENTITY CARDS:-

1. The size of the Identity Card (fancy type) is 9cm X 6cm.
2. The material/sheet to be used for preparation of Identity Card should be of good quality plastic sheet, preferably the imported one.
3. The Identity Card should be in multicolour form with coloured photograph of the employee. The photograph should be printed on the Identity Card through the process of computerized scanning. The photographers has to make his own arrangements for taking photographs of employees of UGC.
4. Each Identity Card will bear a unique number in 4 digit series. The Identity Card number will be provided/intimated by the Office. The number will be printed by the computer/machine only on front side of the Identity Card.
5. The Commission can call the photographer even on short terms intimation for taking photographs on need basis. Further additional Identity Cards can be photographed by the form bimonthly.
6. The specimen/format of Identity Card can be seen in the office of the UGC on any working day. However there may be one or two minor changes in printings matters/spacing etc. and the same if any, will be informed well in advance to the selected contractor.
7. The Identity Cards are to be completed in all respect and supplied to the UGC at appropriate time.
8. The contract will be valid for a period of one year and extendable for 2 years of satisfactorily service of the firm from the date of issue of the job-award letter subject to the fulfillment of the requisite satisfactory services on regular basis.

9. Sealed quotations properly subscribed as **“quotation for preparation of laminated office Identity Card to Officers/Employees of University Grants Commission ,”** addressed to Mr. B.R. Nagpal, Under Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi 110002 should reach the UGC office in Room No. 206 latest by 16/06/2009.
10. The Commission reserves the right to approve/reject/postpone the called quotations. It also reserves the right to extend the validity period of the approved contract beyond one year or to cancel the approved contract before 3 years also.
11. The UGC office will not provide any software for identity cards to be made by the firm. The firm has to exercise its own for making datas of the UGC employees.

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