

**Security Directorate  
RDSO/LKO**

**Ref: ASC/RPF/RDSO/I-Card/2018**

**Quotation No.01/2021-22**

**To,**

**Dear Sirs,**

**Sub: Preparation of Plastic Fused I-Cards for RDSO Employee.**

**Estimated Cost for the work: Rs. 78,765.00**

*Sealed quotations will be received in the office of the undersigned for the above mentioned work up to 15.00 hrs on 06.09.2021 as per schedule of work attached, will be opened on the same date at 15.30 hrs. in the presence of the parties, if available at the time of opening of the quotations.*

*The work will have to be carried out in accordance with Special Terms & Condition For "Preparation of Plastic Fused I-Cards for RDSO Employee." on Monthly Basis and required to be completed within **Three Years or till finalization of 1500 I.Cards (Whichever is earlier)** from the date of acceptance. You are therefore, requested to tender your rates for the work.*

*Thanking you,*

*Encls. As above*

*Yours faithfully,*

*A.S.C. / R.P.F  
R.D.S.O./L.K.O.  
For & on behalf of  
President of India*

### SPECIAL TERMS & CONDITIONS

1. *Scope of Work: Preparation of Plastic Fused I-Cards for RDSO Employee.*
2. *QUANTITY: The Total number of Plastic Fused I-Cards shall be Fifteen Hundred Only.(1500)*
3. *For preparation of Plastic Fused I-Cards the data/text/Logo will be given by RDSO in Hard Copy. Data Entry will have to be done by the contractor.*
4. *The photograph will be made available in Passport size in hard copy only. The contractor will have to scan the photographs using good quality scanner. In case photograph is not available contractor will have to be arrange the Passport size photograph of the employees on their own.*
5. *The contractor shall start the Work /Project after award the job.*
6. *Contractor shall not sub-contract, transfer the contract or assign the work to any other contractor under any circumstances. The RDSO Administration shall have the right to cancel the contract and forfeited any amount due if violates this clause.*
7. *The vendor shall undertake the warranty to correct all errors/mistakes/replacement of Cards, if any, free of charges during the currency of the contract.*
8. *All materials used in the works for preparation of Plastic Fused I-Cards shall be of the best quality and of the class most suited for the purpose specified.*
9. *All work carried out shall also be of the best quality & acceptable to the RDSO Administration.*
10. *Period of the contract : Three Years- The period of contract for Preparation of Plastic Fused I-Cards for employee of RDSO,Manak Nagar, Lucknow shall be Three Years. Vendor will have 20 Prepare & Supply I-Cards during the currency of contract up to the number of I- Cards are reached by 1500 of the period of contract is over. Whichever is earlier.*
11. *Preparation of the Plastic Fused I-Cards will be done in phased manner. Approximately 01-20 nos. of filled forms will be given to vendor for preparation of the cards, vendor will collect the forms from RPF Post, RDSO, Manak Nagar, Lucknow.*
12. *Contractor will have to prepare and supply I-Cards within one week after the receipt of completed filled forms.*
13. *The vendor shall be liable to collect, make, print and supply even a single card within a week.*
14. *Soft copy of the I-Cards will be submitted by vendor to RDSO.*

15. *The data of I-Card shall be property of RDSO. No. information is to be communicated, transferred or utilized in any form by the vendor.*
16. *Contractor should have adequate experience for making of Plastic Fused I-Cards & necessary infrastructure. For this the tenderers should attach proof of providing such services to anyone organization for a quantity of at least 500 cards.*
17. *Logo of Ashoka at I-Card must be of Golden Colour for Exe. Director & above officers of RDSO*

**PAYMENTS TERMS:**

1. *No advance payment shall be made during the period of the contract.*
2. *Payment shall be made for the actual completed work.*
3. *Bill will be accepted only when the work is found to be satisfactory in all respect in conformity with terms and conditions of the contract.*
4. *Payment will not be made for defective Cards.*
5. *Scrutiny by RDSO shall be done periodically. Bills for Cards found defective during the scrutiny by RDSO shall not be accepted in any circumstances. Bill shall be accepted only after the mistake have been rectified in all respect.*
6. *Security Money deducted from the running bill @ 10%. The security Money will be released after successful completion of the job.*

**GENERAL CONDITION OF CONTRACT:**

1. *General condition of contract 1999 shall govern this contract and shall form an integral part thereof, save and except where these are repugnant to the terms and conditions brought out in the Tender Document.*
2. *TERMINATION OF THE CONTRACT: RDSO Administration shall have the rights to terminate the contract any time, without assigning any reasons, during the currency of contract by given one-month notice to the contractor in writing.*
3. *No claim for extra or additional work or works not provided in the agreement of any kind whatsoever shall be admitted (even though shown to be necessary) unless they have been executed under written orders of the RDSO Administration. The contractor must produce such orders as vouchers for the claim.*
4. *LOSS SUSTAINED DUE TO DEFAULT OF CONTRACTOR: In the event of any loss to the RDSO on account of execution of the work or any part thereof by agencies other than the contractor, in case of default by the contractor, the contractor shall be liable to*

*reimburse the loss to the RDSO Administration without prejudice to the other rights and remedies of the subscriber, and the reimbursement in full or in part as the case may be, shall be met, at the option of the RDSO Administration.*

5. *The Contract will govern by GCC with Latest Amendments*

**PART-III: ARBITRATION:**

*All disputes and differences of any kind whatsoever arising out of or in connection with the contract, shall be referred by the contractor to the RDSO and the RDSO shall within a reasonable time after their presentation make and notify decisions in writing.*

*In case of any dispute that may kind arise concerning contract agreement or the contractor, the decision of the CSC, RPF, RDSO, Manak Nagar, Lucknow shall be final and binding upon the contractors. The contractors and his men would abide by the lawful instructions conveyed to him by RDSO Administration.*

*SPECIFICATION*

*Sub.: Plastic Fused Cards*

1.	<i>Plastic Fused Cards</i>	<i>8.5 X 5.5cm</i>
2.	<i>Card Thickness</i>	<i>040 Micron</i>
3.	<i>Printing in Four Colour along with Designing</i>	<i>Double Side</i>
4.	<i>Bar-Coading</i>	<i>Bar Code on Cards</i>
5.	<i>Text on Cards</i>	<i>Details of Employee with Photograph</i>
6.	<i>Printing</i>	<i>Both side of the cards. Front side will be four colours and back side shall contain instructions in single colour with printed lanyards for hanging around neck.</i>
7.	<i>Logo</i>	<i>Government of India/ Indian Railways/RDSO</i>
8.	<i>Safety Cover</i>	<i>Plastic Pouch for card of 600 Micron</i>

RESEARCH DESIGNS & STANDARDS ORGANISATION  
Manak Nagar, Lucknow-226011

## SECURITY DIRECTORATE

**WORK SCHEDULE**

Name of Work: Preparation of Plastic Fused I-Cards for RDSO Employee.

Quantity: 1500 (Fifteen Hundred Only.)

Approximate Cost for the Work: Rs. 78,765.00

Quotation No.: 01/2021-22

Opened on Dt. : 06.09.2021

S.No.	Description of Work.	Quantity	Rates in Rs. (Per Card)	Total Amount in Rs.
1.	Preparation of Plastic Fused I-Cards for Employees of RDSO, Manak Nagar, Lucknow with printed lanyards for hanging around neck.	1500 Nos.		
<b>Grand Total:</b>				

## Note:

1. Rates must be inclusive of all duties and taxes leviable by the Government. Only the rate quoted in the schedule of rates will be considered.
2. Any over writing/correction have to be attested/countersigned by the tenderer(s). The rate quoted in words shall be considered as final rate in any ambiguity.
3. Payments will be released only for the completed work on actual basis.
4. Rates shall remain valid for the period of Three Years.

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R.D.S.O./L.K.O.  
For & on behalf of  
President of India