

No. D- 15013/2/2011-Genl
Government of India
Ministry of Minority Affairs

11th Floor, Parvavaran Bhawan,
C.G.O. Complex, Lodhi Road, New Delhi.
Dated 16th March, 2012

To
As per list.

Subject:- Quotation for Annual Contract for one year from the date of awarding the contract for preparation of Rubber Stamp, Self Inking Stamps, Name plates, Boards and Banners etc. in the Ministry of Minority Affairs.

Sir,

I am directed to invite quotation for preparation of rubber Stamps. Self Inking Stamp, Name plates. Board and Banners etc. in the Ministry of Minority Affairs for one year from the date of awarding the contract on the terms and condition mentioned in the letter. In case your firm is interested in the rate contract the rates of the following items of work may be finished.

S.No	Details of work	Rate (Rs.)
1.	Rate for first line (English)	
2.	Rate for additional line (English)	
3.	Rate for first line (Hindi)	
4.	Rate for additional line (Hindi)	
5.	Self inking stamp	
6.	Revolving date stamp	
7.	Name Plate (Plastic) 12x4 carved with name etc.	
8.	Brass letter 1 ½ "English"	
9.	Brass letter 1 ½ "Hindi"	
10.	Brass letter 1 "English"	
11.	Brass letter 1 "Hindi"	
12.	Plastic Sheet 6 mm	
13.	Metal Board painting & writing	
14.	Banner- Satin cloth	
15.	Banner-paper	
16.	Polishing of Brass plates	
17.	Fixing of alphabet (Hindi & English)	
18.	Computerized Stamp	

2. The envelope containing the rate should be addressed to the undersigned and should be superscripted "QUOTATION FOR PREPARTION OF RUBBER STAMPS SELF INKING STAMPS NAME PLATES. BOARDS AND BANNERS ETC" and sent to the undersigned- Ministry of Minority Affairs, 11th Floor, Paryavaran Bhavan, C.G.O. Complex Room No.1151 New Delhi not later than 3-00 P.M. on 20.03.2012. The quotation will be opened on same

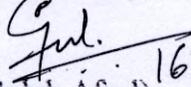
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day at 4-00 P.M in Room No. 1151. You or your representative may be present at the time of opening of quotations, if you so desire.

TERMS AND CONDITION

- (i) The period of Contract shall be for one year from the date of awarding the contract unless extended by the Ministry of Minority Affairs. The same can be extended as per the requirement depend upon the satisfactory service provided by the firm.
- (ii) The successful tenderer will have to deposit a sum of Rs. 5,000/- (Rupees Five Thousand) only) as security money.
- (iii) The supply is to be made in the office premises at Paryavaran Bhavan, New Delhi.
- (iv) No advance payment will be made in any case .
- (v) It will be the responsibility of the contractor to report to the Section Officer (Genl) on all working days for collecting orders.
- (vi) If the work of the contactor is found unsatisfactory or his visits to the office are not regular, the contract can be terminated by this Ministry at any time without assigning any reasons. The decision of the Ministry shall be final and binding on the contractor. The Ministry also reserves the right to reject any quotation(s) in full or in part without assigning any reasons.

Yours faithfully,


(Mohd Afzal) 16/3/12
Director

Copy to:-
PSA NIC for uploading on the website of the Ministry