

F.No. 34/1/2011-Admn.

**Government of India
Ministry of Mines**

A-Wing, Shastri Bhavan,
New Delhi , dated 20th June, 2011.

Subject: Tender for making of rate contract for preparation of Name Plates, Rubber- stamps, Banners in Ministry of Mines.

Sealed quotations are hereby invited on behalf of Ministry of Mines for award of contract for preparation of Name plates, rubber-stamps, banners in the Ministry of Mines, Shastri Bhavan, New Delhi for a period of one year w.e.f. the date of award of the contract. The envelop be superscribed as "**Quotation for preparation of rubber stamps, name plates & banners**" addressed to the Under Secretary (Admn.), Ministry of Mines, Shastri Bhawan, New Delhi-110001. The tenders should be accompanied with the earnest Money of Rs. 500/- in the form of Demand Draft in favour of Pay & Accounts Officer, Ministry of Mines. Quotations received without earnest money will not be considered. Ministry reserves the right to accept or reject the quotations without assigning any reasons thereof.

The contract shall be governed by the following terms and conditions:-

1. The rates to be quoted should be inclusive of delivery and other incidental charges etc. All taxes, levies extra, if any, should be specifically indicated separately in the quotation.
2. The rates should be quoted in the prescribed format at annexure-1.
3. The earnest money deposited by the firm will be refunded after the contract is awarded to the successful bidder. The earnest money will be liable to be forfeited in case the successful bidder refuses the offer.
4. The approved rates will not be enhanced during the currency of the contract (i.e. one year from the date of awarding the contract). The amount quoted should include all statutory payments excluding service tax.

5. The successful firm shall have to undertake the job of preparation of rubber-stamps, name plates and banners only after getting written orders from the Ministry.
6. The contractor or his representative will be required to visit this office to enquire about the work order twice a week and also on receipt of telephonic/FAX messages from the Ministry.
7. The contractor shall have to supply the items within two days of the date of receipt of the order. However, the items urgent nature shall have to be delivered on the same day if it is specifically requested by the Ministry.
8. The firm must be providing these services to at least 5 Government Ministries/Departments (copies of award letter may be attached).
9. Erasing & overwriting in the quotation in any form will render the same invalid.
10. Last date for receipt of tender in the Ministry is 11 July, 2011 before 12.00 P.M.
11. The quotations will be opened in the Ministry of Mines at 4.00 P.M. on 11 July, 2011 in the presence of bidders/ their representative who may like to be present.

Yours faithfully,

(Pramod Chand)
Under Secretary to the Govt. of India
Tele. No. 23384743.

To:

Dir(NIC), Ministry of Mines with a request to upload it on the website of this Ministry.

RATE FOR ANNUAL CONTRACT FOR MAKING OF RUBBER STAMPS, NAME PLATES ,
BANNERS IN THE MINISTRY OF MINES.

	Name of the firm	
S.no.	Items	Rate(in Rs.)
1.	Computerised Stamp(wooden)	
2.	Round Stamps	
3.	Madras type stamps	
4.	Self Inking(computerized)	
5.	Name Plate (vinyl type)	
6.	Name Plate (Brass)	
7.	Name Plate (Steel)	
8.	Name Plate (brass letters) 1 /inch	
9.	Name Plate (brass letters) 2/inch	
10.	Banner(cloth)	

Name of the Authorized Signatory

Stamp & Signature