F.No. 34/5/2014-Admn.
Government of India
Ministry of Mines

A-Wing, Shastri Bhavan,
New Delhi, dated 15th September, 2015.

Subject: Tender for making of rate contract for preparation of Name Plates, Rubber- stamps, Banners etc. 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 etc. 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.1500/- in the form of Demand Draft in favour of PAO(Mines), Ministry of Mines. Quotations received without earnest money will not be considered. The quotations should be dropped in the ‘Tender Box’ kept at the Information & Facilitation Center, garage No.23, A wing ground floor, Shastri Bhawan, New Delhi at the latest by 6th October, 2015 upto 12.00pm. The quotations will be opened on next day i.e. 7th October, 2015 by ‘Tender Opening Committee’ of Ministry of Mines at 3.00pm.

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. This tender document can be downloaded from the website of “eprocure.gov.in” and “mines.nic.in”.

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

(i) 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.

(ii) 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.

(iii) 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.

(iv) The contractor shall have to supply the items within two days of the date of receipt of the order. However, the items of urgent nature shall have to be delivered on the same day if it is specifically requested by the Ministry.

(v) The firm must be providing these services to the Government Ministries/Departments (copies of award letter may be attached).

(vi) Erasing & overwriting in the quotation in any form will render the same invalid.

(vii) The Tenderer whose quotation is finally accepted, shall have to deposit a sum of Rs.10,000/- in the form of FDR guarantee as performance security. The performance security deposit will be forfeited in the event of the firm violating any of the terms and conditions of the contract.

(viii) PAN number must be provided.

(ix) The reasons for rejecting a tender or non-issuing a tender document to a prospective bidder will be disclosed by the Ministry where enquiries are made by the bidder.

(x) Any dispute emanating from the resultant contract will be interpret under Indian Laws.

(xi) In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Ministry besides annulment of the contract.

(xii) The Ministry reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and this Ministry.
(xiii) The contract may be extended, on the same terms and conditions with some addition / deletion / modification, for a further specific period mutually agreed upon by successful service providing Company / Firm / Agency and Ministry of Mines. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior consent of this Ministry.

(Sanjay Singh)
Section Officer
Tel: 2338 1631

To:

1. Website of Central Procurement Portal.
2. Website of Ministry of Mines
### ANNEXURE-1

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

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Items</th>
<th>Rate (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computerised Stamp (wooden)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Round Stamps</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Madras type stamps</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Self Inking (computerized)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Name Plate (vinyl type)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Name Plate (Brass)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Name Plate (Steel)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Name Plate (brass letters) 1 inch</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Name Plate (brass letters) 2 inch</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Banner (cloth)</td>
<td></td>
</tr>
</tbody>
</table>

Name of the Authorized Signatory  
Stamp & Signature