

Government of India

भारत सरकार

MINISTRY OF EARTH SCIENCES

पृथ्वी विज्ञान मंत्रालय,

Prithvi Bhawan, Lodi Road, New Delhi-110003

पृथ्वी भवन, आईएमडी परिसर, लोधी रोड, नई दिल्ली - 110003

संख्या

NO. . MoES/8/4/2010-Genl

दिनांक

Date: 20 .11.2013

To

As per list.

Subject: Sealed quotations for purchase of diaries, appointment Diary etc. for the year 2014.

Sir,

Quotations are invited for supply of following good quality diaries for Ministry:

- | | | |
|--|---|----------|
| 1. Executive diary good quality big size | - | 300 Nos. |
| 2. Executive diary good quality small size | - | 300 Nos. |
| 3. Appointment diary | - | 32 Nos |
| 4. Planner | - | 15 Nos. |
| 5. Desk Calendar Refill | - | 50 Nos. |

2. The samples of the Diaries are available in this Ministry and based on these samples rates are to be quoted by the interested Bidders. In this regard, the Bidders may contact Sh. Rishi Kumar, Deputy Secretary (Phone No. 24669509) or Sh. Tarun Sood, Section Officer (Phone No. 2466956) in this Ministry located at Prithvi Bhawan, Opposite India Habitat Centre, Lodhi Road, New Delhi.

The caption as given below is to be printed on the cover of all the Diaries-

Ministry Of Earth Sciences
Earth System Science Organization
Government of India

Further, a table containing the names & designation of the Officers of this Ministry and their telephone numbers, E- mail addresses etc, are also to be printed in the first few pages of the Diaries.

The Quotations in respect of this Tender Enquiry are to send to this Ministry at the following address:-

Section Officers (General)
Room No.1, Prithvi Bhawan,
Opposite India Habitat Centre (Gate No.2)
Lodhi Road, New Delhi

The Tenders are to be submitted in a sealed Cover super-scribing "Quotation for Supply of Diaries-2014" on or before 11th December, 2013 by 11 A.M.

Both the Technical Bids and Financial Bids will be opened at same day on 11th December, 2013 at 11.30 A.M. in the presence of the Tenderes who chose to be present at time and date of opening of Tenders.

The quotations not sent in the manner indicated above would be liable to be ignored. It should be clearly indicated whether the rates quoted are inclusive or excusive of tax. The articles are required to be delivered free of cartages at the premises of this Office at Lodhi Road. The rates quoted shall be valid for three months.

In case the rates are approved and your firm is asked to supply the same, you will be required to supply the same on or before 27th December, 2013.

The submission of quotation will not place the office under any obligation to place the order and expenses incurred by you in this regard will not be payable by this Office.

This Ministry reserves the right to accept any quotation not necessarily the lowest or to reject all the quotations without assigning any reason.

Any further details, if required may be obtained from the Section Officer (Gen.), Ministry of Earth Sciences, Lodhi Road New Delhi(Tel.24669596).

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Tarun Sood', with a stylized flourish at the end.

(Tarun Sood)
Section Officer (Genl.)