

MoES/8/ 1 /2008-Genl.
Ministry of Earth Sciences
Prithvi Bhavan, Lodhi Road,
New Delhi-110003.

05/07/2012

To
M/S

TENDER NOTICE

Subject:- **Quotation for the supply Rubber Stamps to the Ministry of Earth Sciences.**

Dear Sir,

Sealed quotations are invited for the supply of the rubber stamps to the Ministry of Earth Sciences as per the details given in the Annexure, on the following terms and conditions.

- (i) The contractor or his authorized representative shall have to visit this Ministry as and when called. The stamps shall have to be supplied within three days from the date of receipt of order. However, the stamps of urgent nature shall have to be delivered on the same day.
- (ii) The contractor will have to deposit as sum of **Rs. 15,000/- (Rupees fifteen thousand only)** in the form of a Demand Draft in favour of the D.D.O., Ministry of Earth Sciences, New Delhi, **as security** for due performance of the contract. This will have to be kept valid for the entire period of the contract. The security deposit will be returned to the contractor on completion of the contract to the full satisfaction of this Ministry. No interest will be payable on this security deposit.
- (iii) Payment will be made to the contractor after the successful completion of the work.
- (iv) Contract can be terminated by this Ministry at any time if the work of the contractor is not found satisfactory.
- (v) The period of contract can be extended for a further period, if required on mutually agreed terms and conditions.

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2. If you are interested in undertaking the above mentioned work under the terms and conditions as contained in this letter. you may submitted your detailed quotation addressed to the undersigned in a sealed conver which should be prominently marked with the words “Quotation for the supply of Rubber Stams”. The quotations may be dropped in the terder box kept in Room No. 1, Prithvi Bhavan, Lodi Road, New Delhi **latest by 3.00 p.m. on 02/08/2012.**

3 In this connection, the tenderers may kindly note the following points.

- (a) The tenderers will have to be deposit a sum of **Rs. 5,000/-(Rupees five thousand only)** in the form of a Demand Draft in favour of D.D.O., Ministry of Earth Sciences, New Delhi, as **earnest money**. The tenders received without the earnest money will not be considered. The earnest money will be returned to the unsuccessful bidders. No interest will be payable on the earnest money.
- (b) The Tenderers should also give necessary details if they have undertaken similar works in other Government Offices.
- (c) The ternders received after the specified date and time will not be considered.
- (d) The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.
- (e) The representative duly authorized by the tenderers may be present at the time of the opening of the quotations. The representative should carry a letter to this effect.
- (f) The terdering firm must write their TIN,PAN number etc. otherwise the tender will not be entertained.

4. **The quotations will be opened at 3.30 P.M. on the 02/08/2012 in Room No. 1, Prithvi Bhavan, New Delhi.** The representatives, duly authorized by the tenders, may be present at the time of the opening of the quotations. The representative should carry a letter to this effect.

Yours faithfully

(Tarun Sood)
Section Officer (Genl.)

Copy to:-

- i. NIC Cell with the request to display the rate quotation on the Ministry website .
- ii. All Ministry/Department of the Govt. of India

Annexure

Sl.No.	Description of the Job	Sizes	
01.	Rubber stamps (English)	Rate for first line	
		Rate for each additional line	
	Rubber stamps (Hindi)	Rate for first line	
		Rate for each additional line	
02.	Self ink stamps	Ordinary Size (6 lines)	
		Big (more than 6 lines)	
03.	Self ink stamps	Spl.Type (Madras Make) Normal size	
04.	Circular stamps (with border around)		
05.	Signature rubber stamps		
06.	Revolving Date Machine/ Stamp complet with office rubber stamp fixed on it including 31 days,12 month and 10 years		
07	Dater (Date stamp)		
08	Brass Seal		
09.	Brass letter (including cost of acrylic sheet)	English -1"	
		English -2"	
		English -3"	
		English -4"	
		English -5"	
		English -6"	
		Hindi – 1"	
		Hindi – 2"	
		Hindi –31"	
		Hindi – 4"	
		Hindi – 5"	
		Hindi – 6"	
10.	Acrylic sheet – 5mm (for fixing of brass letters)	Per inch	
11.	Acrylic sheet fram slider	20" x 6"	
12.	Plastic name plate	12" x 4" Size	
		12" x 8" Size	