

F.No. 34/1/2010-Admn.

**Government of India
Ministry of Mines**

**A-Wing, Shastri Bhavan,
New Delhi dated the June, 2010.**

Subject: Tender for award of 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. You are accordingly requested to submit your quotation in a sealed cover marked "**Quotation for preparation of rubber stamps, name plates & banners**" so as to reach the undersigned latest by 3.00 P.M. on 24th June, 2010. The quotation may be deposited with the Under Secretary (P), Room No. 312, A Wing, Shastri Bhavan, New Delhi. The quotations will be opened on 25.6.2010 at 3.00 P.M. in Room No. 312, D Wing, Shastri Bhawan, New Delhi in the presence of tenderers who may wish to be present at that time.

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. Tax will be deducted at source as per rules. The firm may also submit the information as sought in the proforma enclosed as Annexure-I duly signed by an authorized signatory of the firm.
3. The tenderers will be required to deposit a sum of Rs.500/- (Rupees five hundred only) as earnest money in the form of demand draft drawn in favour of D.D.O., Ministry of Mines payable at New Delhi failing which the quotations will not be entertained. 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 successful tenderers will be required to deposit a sum of Rs.2000/- (Rupees two thousand only) in the form of fixed deposit receipt pledged in favour of Under Secretary(Adm.), Ministry of Mines and payable at New Delhi within 15 days of the acceptance of the offer. The security deposit will be liable to be forfeited in part or in full in the event of any loss suffered by the Ministry of Mines or if the work assigned to the firm is not found to be satisfactory. This will be refunded without any interest there on upon successful completion of the contract provided the Ministry has no other claims outstanding against the party at that time.
5. The contract will be valid for a period of one year w.e.f. the date of award of the contract and can be extended till finalizing the next contract on the same terms and conditions of the existing contract. However, the same can be terminated also even before the scheduled date of its expiry in case the firm fails to provide satisfactory services or fails to comply with any of the terms and conditions of the contract or the AMC can be extended for a period of 1 more year if mutually agreed & the services are found satisfactory. In that event the security money deposited by the

firm will also be liable to be forfeited. The decision of the Ministry in this regard will be final and binding on the Contractor.

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6. 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.
7. 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.
8. 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.
9. Erasing & overwriting in the quotation in any form will render the same invalid.
10. Ministry of Mines reserves the right to reject any or all the quotations without assigning any reason whatsoever.

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