

File No. D-14019/1/2010-GA  
Government of India  
Ministry of Commerce & Industry  
Department of Industrial Policy & Promotion  
(G.A.Section)

Udyog Bhawan, New Delhi  
Dated the 5<sup>th</sup> February, 2010

To,

M/s

Subject: Quotations for supply of Rubber stamps, Brass/plastic name plates etc. for this Department on Annual contract basis.

Sir,

I am directed to invite sealed quotations for the supply of Rubber Stamps, plastic nameplates etc. to this Department for one year on the terms and conditions mentioned below. In case you are interested in undertaking the work, you are requested to submit your rates in the enclosed proform to the undersigned by name in a sealed cover, the outer cover be in addressed by name to the undersigned so as to reach not later then 3.00 (PM) on 23<sup>rd</sup> February, 2010. The outer cover should be superscribed "Quotations for Rubber Stamp/name plate". The quotations will be opened on the same day at 4.00 (PM) in room no. 271-A, Udyog Bhawan, New Delhi in the presence of those tenderers who may desire to be present at that time.

Terms & Conditions

- i) Period: One year. This Department shall, however, reserve the right to terminate the contract at any time without assigning any reasons therefore.
- ii) The tenderer or his representative shall have to visit GA Section (Room No. 53) on all working days for collecting orders.
- iii) No advance payment will be made in any case.
- iv) All the bills submitted by the successful tenderer would accompany with the work vouchers duly signed by the concerned officers/officials.
- v) If work of the tenderer is found unsatisfactory this Department at any time can terminate the contract without assigning any reasons therefore. The decision of the undersigned shall be final and binding on the contractor. The undersigned also reserves the right to reject any quotations(s) in full or in part without assigning any reasons therefore.

Encl: a/a

(Satish Kalothra)  
Under Secretary to the Govt. India  
Tele: 23063211

Copy to:- NIC with a request for placing the complete tender enquiry along with terms and conditions in this Department Web site and same may kindly be removed on 23/2/2010 of 5.30 P.M. Floppy of tenders enquiry is enclosed.

QUOTATIONS FOR SUPPLY OF RUBBER STAMPS/NAME PLATES ETC.

Name & Address of the firm:

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Rate (in Rs.)</b>
1.	Ordinary Rubber Stamp(Bilingual/English/Hindi) Rate per line	
2.	Self Inking Rubber Stamp Rate per Stamp	
3.	Circular Stamp (with border around) rate per stamp.	
4.	Date Rubber Stamp/revolving Stamp with Date facility Rate per stamp.	
5.	Computerize Compact Stamps	
6.	Brass Office seal rate per seal	
7.	Plastic/Wooden name plates Size rate per sq. inch	
8.	Painting of letters(English/Hindi) on play cards/Name plates. i) ½ inch, ¾ Inch & 1 Inch size ii) 1 Inch to 2 Inch size iii) more than 2 Inch size	
9.	Painting of numbers on furniture etc. (per line of 20-22 letter of usual size upto 1 Inch high)	
10.	Providing of Name plate made of 19 MM teak veneer block board with teak wood molding around lacquer polish base with brass letter in Hindi and English (Letter size 1.5") rate per sq. inch	
11.	Providing of Banner on cloth rate per mtr.	
12.	Italian frame for picture-rate per running ft.	
13.	Brass Memento Shield for retiring person	
14.	Steel/Brass name plate ( rate per sq.inch)	

I/we have read the terms and conditions of the contract and agree to abide by them.

Signature of the Quotationer

Date\_\_\_\_\_