

MoES/9/4/20013-Genl.
Ministry of Earth Sciences
Prithvi Bhavan, Lodhi Raod,
New Delhi-110003.

Dated 03/08/2015

To

As per list

TENDER NOTICE

Subject: - Quotation for the supply Rubber Stamps, Self ink Stamps & Name Plate etc. 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 I, 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 sum of **Rs.1,000/- (Rupees one thousand only)** in the form of a Demand Draft/Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank in favor 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 60 days beyond the period of the contract. The security deposit will be returned to the contractor after 60 days of completion of all contractual obligations in this regard. No interest will be payable on this security deposit.
 - iii. Payment will be made to the contractor after the successful completion of each work.
 - iv. The contract for the said work will be for a period of one year.
 - v. The contract can be terminated by this Ministry at any time if the work of the contractor is not found satisfactory.
 - vi. The period of contract can be extended for a further period of three month, if required on the same terms and conditions.
2. If you are interested in undertaking the above mentioned work under the terms and conditions as contained in this letter. You may submit your detailed quotation addressed to the undersigned in a sealed cover which should be prominently marked with the words

“Quotation for the supply of Rubber Stamps, Self ink Stamps & Name Plate etc.” The quotation may be dropped in the tender box kept in Room No. 01, Prithvi Bhavan, Lodi Road, New Delhi **latest by 3.00 p.m. on 28/08/2015.**

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

- a) The tanderers will have to be deposit a sum of **Rs. 1000/-(Rupees One thousand only)** in the form of a Demand Draft, fixed deposit receipt or Bank Grantee from any Commercial Bank in favor of D.D.O., Ministry of Earth Sciences, New Delhi, as **Earnest Money Deposit (EMD)**. The tanderers received without the earnest money will not be considered. The earnest money will be returned to the unsuccessful bidders after the Tender process is finalized. No interest will be payable on the earnest money deposit.
- b) The tenders should also give necessary details if they have undertaken similar works in other Government Offices.
- c) Tender 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 tanderer may be present at the time of the opening of the quotations. The representative should carry a letter to this effect.
- f) The tendering firm must write their TIN, PAN numbers etc. otherwise the tender will not be entertained.

Eligibility Criteria:-

- i) The Bidder should have carried out work of preparing Rubber Stamps/Name plates etc. for at least one Ministry/Government-Department/PSU for one year during the last 3 years.
- ii) The bidder should enclose documents in support of their claim in this regard.

Selection Criteria:-

The firm which meets the eligibility criteria and quote the overall lowest rates shall be awarded the Tender. In case two firms quote the same rate the Bidder who has more experience shall be awarded the work. The decision of the Tender Committees of this Ministry shall be final in this regard.

The quotations will be opened at 3.30 P.M. on the 28/08/2015 in Room No.1, Prithvi Bhavan, New Delhi-110003.

Yours faithfully

(Tarun Sood)
Section Officer(Genl)

Copy to:-

- i. NIC Cell with the request to display above Tender Notice on the Ministry website.

Annexure-I

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