

**Government of India**  
भारत सरकार  
MINISTRY OF EARTH SCIENCES  
पृथ्वी विज्ञान मंत्रालय,  
**Prithvi Bhawan,IMD Complex, Lodi Road, New Delhi-110003**  
पृथ्वी भवन, आईएमडी परिसर, लोधी रोड, नई दिल्ली - 110003

MoES/8/4/2010-Genl.

Dated 4 /12/2014

To,

As per list,

**Subject:- Sealed quotation for purchase of diaries, Engagement and desk calendar for the year-2015.**

Sir,

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

- |   |            |
|---|------------|
| 1. Executive diary good quality (Big size)    | - 300 nos. |
| 2. Executive diary good quality (Medium size) | - 400 nos. |
| 3. Appointment diaries                        | - 32 nos.  |
| 4. Office Planner                             | - 15 nos.  |
| 5. Desk calendar                              | - 50 nos.  |

2. It may be noted that the Caption "Government of India, Ministry of Earth Science" is to be printed on the Outer Cover of the Diaries & Planners.

3. You are requested to send your quotation indicating the rates of diaries along with samples in a sealed cover super scribing "Quotation for supply of diaries-2015" to the Under Secretary (Genl.) latest by **25/12/2014**. The quotation may be dropped in the Tender Box kept at Ground floor, Prithvi Bhawan by **11.30** hrs on or before **25/12/2014** along with Account Payee Demand Draft of Rs. 10,000/- (Rupees ten thousand only) as Earnest Money Deposit (EMD) (refundable without interest after the order is awarded) drawn in favor of the D.D.O. Ministry of Earth Sciences, and payable at New Delhi-110003. An amount equal to 10% of total amount of quotation will be taken from successful bidder by the Ministry as Performance Security in the form of Bank Guarantee/Demand Draft or Fixed Deposit Receipt (FDR) drawn from a Commercial Bank and the same will be returned to the concerned firm after 60 days from the date of completion of Delivery of the material. No interest shall be paid. Quotation not supported with the Demand Draft for the said amount of Rs.10,000/- as EMD will not be entertained.

4. The quotation not sent in the manner indicated above would be liable to be rejected. It should be clearly indicated whether the rates quoted by you are inclusive or exclusive of tax. The article will be required to be delivered free of delivery charges at the premises of the Office, Ministry of Earth Sciences, Prithvi Bhavan, IMD Campus, Lodi Road, New Delhi-3. The rates quoted by you will be valid for six months.

5. In case your rates are approved and you are asked to supply the same, you will be required to supply the same on or before **30<sup>th</sup> December, 2014**.


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

7. The Ministry reserves the right to reject any/or all the quotations without assigning any reason.

8. In case the lowest Bidder backs out after award of this Tender to him, in addition to forfeiture of his EMD, that firm can be black listed by this Ministry.

9. Any further details, if required may be obtained from "Under Secretary (Genl.), Ministry of Earth Sciences, Prithvi Bhavan, IMD Campus, Lodhi Road, New Delhi-110 003 on any working day.

Yours faithfully,

  
4/12/2014  
(Manjula Daniel)

Under Secretary to the Government of India  
Tel: 24669558

## List of Firms

1. National Co-Operative Consumers Federation of India Ltd.,  
92, Deepali Building, (6<sup>th</sup> Floor),  
Nehru Place, New Delhi-110019.
2. A.G.I.Trading Co.,  
8/1, Ground Floor,  
Tilak Nagar, New Delhi-110018.
3. Chadha Stationers (Regd.),  
67, Chitra Gupta Road, Pahar Ganj,  
New Delhi-110055.
4. Badrivishal Trading Co. Pvt. Ltd.,  
202, 1<sup>st</sup> Floor, EMCA Chamber,  
51, Darya Ganj, New Delhi-110002.
5. Tirupat Trading Corp.  
106, EMCA Chamber,  
51, Darya Ganj, New Delhi-110002.
6. Narula Stationery,  
Shop No. 13, Khan Market,  
New Delhi-110003.
7. Rajat Diary Supplayer,  
Shop No. 135, Gurudwara Road,  
Kotla Mubarak Pur,  
New Delhi-110003.
8. Kendriya Bhandar,  
East Block No.8, Wing-III,  
R.K.Puram,  
New Delhi-110066.
9. Crescent Stationers,  
201, Shri Hanuman Shiv Mandir,  
Behind Palika Place, Panchkuian Road,  
New Delhi-110001.

10. S.S. Enterprises,  
13-B, 3<sup>rd</sup> Floor,  
N.S. Marg, Darya Gunj,  
New Delhi-110002.

11. R.K. Brothers,  
2727, Street No. 7,  
Chuna Mandi, Paharganj,  
New Delhi-110055.

12. M/S Surya Enterprises,  
Soup No.-4,  
Central Market, East Kidwai Nagar,  
New Delhi-110023.

**Diary Makers**

1. Brijbasi Art Press Ltd.  
A-81, Sector-V, Noida-201301  
Unit-II: 20-21, Udyog Kendra, Greater Noida
2. India Offset Press  
A-1, Mayapuri Industrial Area, New Delhi-110 064
3. International Print-O-Pac Ltd.  
C-4, Hosiery Complex, Phase-II Extension, NOIDA -201305
4. Oswal Arts and Crafts  
E-17, Site IV, Dist-Ghaziabad
5. Usha Diaries  
3, Chamelian Road, Bara Hindu Rao, Behind Model Basti Fire Station, Near Filmstan Cinema, Delhi 110006

(S.Roy)  
Joint Director (PP)

uploaded on the website of this Ministry and on the  
Central Public Procurement Portal of GOI