

No.F.7(1)/2013-A&P  
Government of India  
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,  
New Delhi.

Dated: 04.09.2013

To  
M/s.

TENDER NOTICE

Sub.:- Quotation for supply of Rubber Stamps to the Ministry of Parliamentary Affairs.

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Sir,

Sealed quotations are invited for entering into contract for a period of one year for supply of the rubber stamps to the Ministry of Parliament Affairs 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 a sum of Rs.1000/- (Rupees one thousand only) in the form of a Demand draft/Banker cheque in favour of "PAO., Cabinet Affairs, New Delhi," as E.M.D.-cum-security for due Performance of the contract. The E.M.D.-cum-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.

2 Interested bidders may submit their 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". The quotations may be dropped in the tender box kept in Room No. 93, Parliament House, New Delhi latest by 3.00 p.m. on 25.09.2013.

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

- (a) The tenderers should also give necessary details if they have undertaken similar works in other Government Offices.
- (b) The tenders received after the specified date and time will not be considered.
- (c) The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.
- (d) 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.
- (e) The tendering 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 25/09/2013 in Room No 92, Parliament House, New Delhi.

Yours faithfully,

(Rameshwar Prasad)  
Under Secretary to the Govt. of India

Copy to:-

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

Annexure

| S.No. | Description of the Job  | Sizes                                   | Rates (Rs.) |
|-------|---|---|-------------|
| 01.   | Rubber stamps (English/Hindi) bilingual.  | Rate for first line                     |             |
|       |   | Rate for each additional line           |             |
| 02.   | Self ink stamps.  | Ordinary Size ( upto 6 lines)           |             |
|       |   | Big (more than 6 lines)                 |             |
| 03.   | Pre-ink/SUN stamps.   | Special Type (Madras make) normal size. |             |
| 04.   | Circular stamps (with border around)  |   |             |
| 05.   | Signature rubber stamps.  |   |             |
| 06.   | Revolving Date Machine/stamps with complet office name etc. 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 - 3"                              |             |
|       |   | Hindi - 4"                              |             |
|       |   | Hindi - 5"                              |             |
|       |   | Hindi - 6"                              |             |
| 10.   | Acrylic sheet-5mm (for fixing of brass letters).  | Per inch.                               |             |
| 11.   | Acrylic sheet frame slider.   | 20" x 6"                                |             |
| 12.   | Plastic name plate with golden stickers as letters .  | 12" x 4" size                           |             |
|       |   | 12" x 8" size                           |             |
| 13.   | Plastic name plate with engraved letters in golden colour.  | 12" x 4" size                           |             |
|       |   | 12" x 8" size                           |             |