

No..D-.15013/2/2011-Genl.  
Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Paryavaran Bhawan,  
C.G.O. Complex, Lodhi Road, New Delhi.

Dated 21<sup>st</sup> May, 2014

To

As per list, attached.

Subject:- Quotation for Annual Contract for making of Rubber Stamps, Self Inking Stamps, Name plates, Boards and Banners etc. in the Ministry of Minority Affairs.

Sir,

Sealed quotations are invited for making of rubber Stamps, Self Inking Stamps, Nameplates, Boards and Banners etc. in the Ministry of Minority Affairs for one year from the date of awarding the contract on the terms and conditions mentioned hereunder. The interested firms may furnish the rates of the following items:-

S.No	Details of work	Rate (Rs.)
1.	Rate for first line (English)	
2.	Rate for additional line (English)	
3.	Rate for first line (Hindi)	
4.	Rate for additional line (Hindi)	
5.	Self inking stamp	
6.	Revolving date stamp	
7.	Name Plate (Plastic) 12"x4" carved with name etc.	
8.	Brass letter 1 1/2" (English)	
9.	Brass letter 1 1/2" (Hindi)	
10.	Brass letter 1" (English)	
11.	Brass letter 1" (Hindi)	
12.	Plastic Sheet 6 mm/ Wooden sheet	
13.	Metal Board painting & writing	
14.	Banner- Satin cloth	
15.	Banner-Paper	
16.	Polishing of Brass plates	
17.	Fixing of alphabets (Hindi & English)	
18.	Computerized Stamps	

2. The envelope containing the rate should be addressed to the undersigned and should be superscripted "QUOTATION FOR MAKING OF RUBBER STAMPS, SELF INKING STAMPS, NAME PLATES, BOARDS AND BANNERS ETC" and dropped in the Tender box of the Ministry of Minority Affairs kept at ground floor, Paryavaran Bhavan, C.G.O. Complex, Lodhi road, New Delhi **not later than 3:00 p.m on 29.05.2014**. The quotation shall be opened on the same day at 4:00 P.M in Room No.


*G.H.*  
21/5/14

1151, 11<sup>th</sup> Floor, Paryavaran Bhawan. You or yours representative may be present at the time of opening of quotations, if you so desire.

**TERMS AND CONDITIONS:-**

- (i) The period of Contract shall be for one year from the date of awarding the contract unless extended by the Ministry of Minority Affairs. The same can be extended depending upon the satisfactory service provided by the firm.
- (ii) The successful tenderer will have to deposit a sum of Rs. 5,000/- (Rupees Five Thousand only) as security money.
- (iii) The items as above have to <sup>be</sup> supplied in the office premises at Paryavaran Bhavan, New Delhi.
- (iv) No advance payment will be made in any case .
- (v) It will be the responsibility of the contractor to report to the Section Officer (Genl.) on all working days for collecting orders.
- (vi) If the work of the contractor is found unsatisfactory or his visits to the office are not regular, the contract can be terminated by this Ministry at any time without assigning any reasons. The decision of the Ministry shall be final and binding on the contractor. The Ministry also reserves the right to reject any quotation in full or in part without assigning any reasons.

Yours faithfully,

  
(Mohd. Afzal) 21/5/14  
Director

Copy to:-

1. NIC for uploading on the website of the Ministry

## List of Firms

1. K.G Enterprises,  
C-322, Tagore Garden,  
New Delhi-27
2. R.R Enterprises,  
27 Ram Nagar Market,  
New Delhi.
3. Rahul Enterprises,  
ED-9, Tagore Garden,  
New Delhi.
4. Paul Plastic & Brasshouse,  
32, Ram Nagar, New Delhi.
5. Sachdeva Art,  
A-86, Mano Ram Park,  
Uttam Nagar, New Delhi-59
6. R.K Art,  
C-136, Tagore Garden,  
New Delhi.
7. Sh. Samresh Monhanty,  
C/o M/s Dhanraj Enterprises,  
E-14 Sarita Vihar, New Delhi-76.
8. M/s Jyoti Cottage Industries,  
Shop No.-I, A-136, Nand Ram Park,  
Uttam Nagar, New Delhi-59
9. M/s Fairdeal Furnishing Co.,  
Plot No.6, Blind Colony,  
Tatarpur Najafgarh Road,  
New Delhi-59
10. M/s Verma Printers & Advertizer,  
4400 Basant Road,  
Pahar Ganj,  
New Delhi-55
11. M/s Rishabh Enterprises,  
E-23, 1<sup>st</sup> Floor Kirti Nagar,  
New Delhi-15
12. M/s Kushwaha Enterprises,  
WT-13A, Gali No.21A,  
Viswkarma Marg,  
Baljeet Nagar, New Delhi-08