

F.No. 9-5/2012-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

123-C, Shastri Bhawan, New Delhi.
Dated: 10th April, 2012

Subject: Quotation for binding of service books, registers, ledgers etc. for the Department of Higher Education and Department of School Education & Literacy – reg.

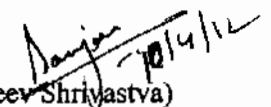
Sealed quotations are invited for binding of service books, pay bill registers, ledgers etc. of the Ministry of Human Resource Development as per details given in annexure.

2. The binding contract will be governed by the following terms and conditions:-

- (i) The contract will be initially awarded for a period of one year w.e.f. the date, the work is actually assigned. This will be extendable on year to year basis upto three years depending upon the performance of the contractor to be evaluated on quarterly basis.
- (ii) The rates quoted in response to the quotation will remain enforce form the date of award of work upto one year without any change whatsoever.
- (iii) The material used should be of standard quality.
- (iv) The rates should be inclusive of delivery charges to the Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi (Room No. 123-C).
- (v) The rates should be quoted according to the specification of binding works given in annexure. The sales tax, if chargeable should be mentioned clearly.
- (vi) One representative of the firm will have to visit Department at least twice a week i.e. on Monday and Thursday to enquire about the binding work.
- (vii) The decision of the Department will be final.
- (viii) The quotation must be accompanied by earnest money Deposit of Rs. 2500/- (Rs. Two Thousand Five Hundred only) payable through Demand draft/Banker' cheque only drawn in favour of P&AO (Education), Department of Higher Education, Shastri Bhawan New Delhi. Tender/Quotations without earnest money deposit will be summarily rejected.

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3. The quotations, duly complete and signed accompanied by EMD be deposited in a sealed cover in the Tender Box placed at Gate No. 6 Shastri Bhawan (Information Facilitation Center) of MHRD at New Delhi not later than 3.00 P.M. on 1st May, 2012. The cover containing the tender must also be prominently marked with the words "QUOTATIONS FOR BINDING WORKS". The quotations will be opened at 3.30 P.M. on the same day i. e. 1st May, 2012 in Room No.123-C wing, Shastri Bhawan, New Delhi. You or your authorized representative may be present at the time of opening of quotations, if so desired. Over writing must be avoided and if done should be countersigned by the authorized person.


(Sanjeev Shrivastava)
Under Secretary to the Govt. of India

Copy :- (i) Programmer, CMIS for uploading on Ministry's website.
(ii) CPP Portal of Govt. of India.

Sanjay
10.04.2012

Annexure

Sl. No.	Binding job description	Size of binding material	Cloth binding	Raxine binding	Raxine binding with golden printing
1.	Book/Service Book etc.	(Size 9" x 13")			
2.	Pay Bill Register	(Size 13" x 17")			
3.	Pay Bill Register	(Size 21" x 30")			
4.	Pay Bill Register	(Size 21" x 32")			
5.	Pay Bill Register	(Size 23" x 43")			
6.	Pay Bill Voucher	(Size 14" x 17")			
7.	Contingency Bill voucher	(Size 9" x 12")			
8.	Challan Form/voucher	(Size 7" x 10")			
9.	TA/DA Bill and LT C Bill Vouchers	(Size 9" x 11")			
10.	Numbering charges of Registers				
11.	Ledger Register	(Size 9" x 10")			
12.	File Register/Dispatch Register/Movement Register				
13.	Stitching of File				

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