

F. No. 23-1/2012-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
S & S  
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123-C, Shastri Bhawan, New Delhi.  
Dated: 9<sup>th</sup> April, 2012

**Subject: Quotation for supply of Rubber Stamps for the Department of Higher Education and School Education & Literacy-reg.**

Sealed quotations are invited for preparation of rubber stamps for use in the Ministry of Human Resource Development as per details given in annexure.

2. The supply 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 articles should be of standard quality.
- (iii) 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).
- (iv) The rates should be quoted according to the specifications of rubber stamps given in annexure. The rate of any tax, if chargeable, shall be mentioned clearly.
- (v) One representative of the firm will have to visit the Department twice a week i.e. on Monday and Thursday to inquire about the demand and to make delivery in Shastri Bhawan, New Delhi.
- (vi) In case, the rubber stamps supplied by the firm are rejected by the Ministry, no compensation will be paid.
- (vii) The firm will have to supply the rubber stamps etc. within three days from the date of receipt of the order orally or in writing. However, sometimes the same may be asked to supply at a short notice.
- (viii) The quotation must be accompanied by earnest money Deposit of Rs. 5000/- (Rs. Five thousand only) payable through Demand draft/Banker's cheque only drawn in favour of P&AO (Education), Department of Higher Education, Shastri Bhawan New Delhi. Tenders/quotations without earnest money deposit will be summarily rejected.

*Sanjay* - 9/4/12

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 1<sup>st</sup> May, 2012. The cover containing the tender must also be prominently marked with the words "QUOTATIONS FOR SUPPLY OF RUBBER STAMPS". The quotations will be opened at 3.30 P.M. on the same day i. e. 1<sup>st</sup> 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 Shrivastva* 16/4/12  
(Sanjeev Shrivastva)

Under Secretary to the Govt. of India

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

*May kindly see*  
*(attached)*  
*16/4/12*

*Din (Stat.)*

*Sanjay*  
*16-04-12*

*CMIS (OP)*

Annexure

Sl. No.	RUBBER STAMPS	RATE
1.	Wooden Rubber Stamps (Bilingual) (a) First line  (b) Additional line	Rs.  Rs.
2.	Dater Stamp of Standard Quality	Rs.
3.	Dater Stamp with office matter	Rs.
4.	Signature Stamps(Wooden) without matter	Rs.
5.	Signature Stamps(Wooden) with matter	Rs.
6.	Signature Stamps(Self) with matter	Rs.
7.	Round Stamp in bilingual	Rs.
8.	Self Inking Stamp (Size 2"x1") in bilingual	Rs.
9.	Self Inking Stamp (Size 2.25"x1.25") in bilingual	Rs.
10.	Computerized self ink stamp in bilingual table size	Rs.

*Sanjay*  
9/4/12