



OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi – 110 011

No. D-15011/02/2010-GS(Pt)

Dated: 15.11.2012

TENDER NOTICE

Sub: Contract for Rubber Stamps, Self-inking stamps, plastic name plate's & brass name plate etc, for Office of the Registrar General, India, for a period of one year - reg.

Bids are invited from interest firms in the attached Performa for supply of Rubber Stamps, Self-inking stamps, brass name plate & plastic name plate etc. for a period one year.

2. The quotations in sealed cover addressed to the Under Secretary (HQ), 2/A, Man Singh Road New Delhi be sent, so as **to reach latest by 3.00 PM. on 30.11.2012**. The covers containing quotation should be prominently marked as "QUOTATION FOR RUBBER STAMPS & NAME PLATES. The quotations will be **opened on the same day at 3.30, P.M.** in the presence of representatives of the firms who may wish to be present there. List of required items is shown in the Proforma enclosed at Annex-I.

3. The Terms & Conditions for award the contract are as under:-

(i) The tenderers will be required to deposit a sum of **Rs.1000/- as Earnest Money** in the form of Demand Draft in favour of the "Registrar General, India, New Delhi" failing which quotations will not be entertained.

(ii) The supply order will be prepared and placed as and when required. The successful supplier will have to meet all the requirements of this office immediately on receipt of the supply order and in any case within a maximum period of 2 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.

(iii) The rates quoted shall be firm and should be written in ink or typed against each item and should in no case be over written. The rates should be quoted for all the items otherwise the bid will be rejected.

(iv) Firms / companies are required to furnish the item wise rates only. VAT should be charged extra.

(v) The delivery of items will have to be made at ORGI (HQ), 2/A, Man Singh Road New Delhi-110011. No transportation charges will be provided for the same.

(vi) The office reserves the right to accept / reject any quotation either in part or full without assigning any reason thereof.

(vii) The successful tenderer will be required to deposit a sum of **Rs. 3000/-** in favour of "Registrar General, India, New Delhi" by way of a Demand Draft Drawn on any nationalized banks **as Security Deposit**

(viii) Payment will be made monthly on satisfactory delivery and receipt of goods in acceptable condition in this office.

Encl: As above

**(PURNEDU KANT)
UNDER SECRETARY (HQ)**

ANNEX-1

QUOTATIONS FOR SUPPLY OF RUBBER STAMPS & NAME PLATES, ETC.

Name of the firm-

Name of the contact person-

Contact No.-

Sl. No.	Name of The Items	Rate Per Unit (In Rs.)	VAT or ST %
A	RUBBER STAMP		
1	Rubber Stamp (bilingual) (i) First Line (ii) Additional Line	(i) (ii)	
2	Revolving Data Stamp		
3	Brass Seal		
4	Signature Stamp		
5	Circular Stamp		
6	Circular Stamp (with border around)		
7	Rubber Stamps (Self-inking) (bilingual) (i) Six Lines (ii) Four Lines (iii) Three Lines	(i) (ii) (iii)	
8	Dura Stamps (Self-inking) (i) Six Lines (ii) Four Lines (iii) Three Lines	(i) (ii) (iii)	
09	Ink Refill for Dura Stamps		
10	Ink Refill for self – inking rubber Stamps		
B	NAME PLATE		
1	Brass Name Plate(Per letter, Size-one inch(1"))		
2	Brass Name plate (Per letter) (Size-1.5" inch)		
3	Acrylic sheet for Brass Name plate (per sq")		
4	Plastic Name Plate,(Per Sq. Inch) (Engrave)		

Signature

Note:-

1. The rates must be quoted both in figure and in words.
2. Applicable taxes, if any should be indicated separately.