



**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

Dated : 13.09.2010

To

The interested party/firm
(As per list)

Subject: Contract for supply of Rubber Stamps & Name Plates etc. at ORGI (HQ) 2/A Mansingh Road, West Block – I, R.K. Puram, Sewa Bhawan, R.K. Puram and D.P. Division Pushpa Bhawan, New Delhi for the year 2010 – 11.

Sir,

Bids are invited, from interest firms in the attached Performa, for supply of Rubber stamps & Name plates for a period of one year.

2. The quotations in sealed cover addressed to the undersigned by name should reach Under Secretary (HQ) 2/A Mansingh Road, New Delhi latest by 3.00 P.M. on 24.09.2010. The covers containing quotation should be prominently marked as "QUOTATION FOR RUBBER STAMPS & NAME PLATES".

3. The quotation will be opened on 24.09.2010 at 3.30 P.M. in presence of tenders or their authorized representatives if any.

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

- i) The contractor or his representatives shall have to visit this office twice a week to enquire above the demand of rubber stamps & name plates and collect the specimen.
- ii) The contractor will have to supply the rubber stamps & name plates within two days of the date of receipt of order. However, the stamps of urgent nature shall have to be delivered the same day.
- iii) The rates should be inclusive of all taxes/duties and delivery is required to be made at the premises of the office free of additional charges.
- iv) The contract can be terminated by this office at any time without assigning any reasons if the work of the contractor is not found satisfactory.
- v) The contract will be for one year.
- vi) The payment will be made in the following month after the assigned work is completed during a particular month.

5. This office reserves the right to reject any tender in full or part without assigning any reasons thereof.

**(PURNENDU KANT)
UNDER SECRETARY(HQ)**

P R O F O R M A

Quotations for supply of rubber stamps & NAME PLATES ETC.

Name of the firm :

Name of the contact person :

Contact No. :

Sl. No.	Description of Work	Rate	Rs.	Tax % if any
1.	Rubber Stamp (Bilingual)	Per line		
2.	Circular Stamp	Each		
3.	Plastic Plate engraved (Bilingual)	Per Sq"		
4.	Brass Name Plates with wooden Board sunmica	Per Sq."		
5.	Brass Letter 1" 1½"	Per letter Per letter		
6.	Computerized Stamp (upto 4 lines)	Each		
7.	Imported Madras Stamps	Each		
8.	Self Inking Stamp (Big) (upto 4 lines)	Each		
9.	Self Inking Stamp (small) (upto 4 lines)	Each		
10.	Imported Madras Stamps	Each		

Signature

Note:-

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