

No.D-29016/01/2016-Adm.II
Government of India
Ministry of Labour & Employment

Room No. 518, Shram Shakti Bhawan,
Rafi Marg, New Delhi-110001
Dated 28th September, 2016

TENDER NOTICE

Sub: Tenders for Supply of Rubber stamps, Self inking stamps, banners & Name Plates etc. for the Ministry of Labour & Employment (Main Sectt.) for a period one year.

Tenders are hereby invited for awarding of Annual Contract for supplying Name plates, rubber stamps, banners etc. in the Ministry of Labour & Employment (MS) for a period of one year (i.e. 2016-17). Interested parties / firms may deposit their tenders in sealed cover addressed to the undersigned superscribed with the word "Tenders for supply of rubber stamps, self inking stamps, banners & Name Plates etc. - 2016-17" by 3:00 P.M. on 20th October, 2016. The tender may be dropped in the tender box kept near the Reception Office in Shram Shakti Bhawan, New Delhi on 20th October, 2016. Tenders received through other mode of correspondence will not be entertained. The tenders will be opened on the same day at 4.00 P.M. in room No. 518 in the presence of representatives of the firms who may wish to be present there. List of required items is at Annexure.

2. The Tenders and supply of articles will be governed by the following terms and conditions:

- (i) The tenderers will be required to deposit a sum of Rs. 4,000/- (Rupees Four Thousand Only) as Earnest Money Deposit in the form of Demand Draft in favour of PAO(MS), Ministry of Labour & Employment, New Delhi failing which tenders will not be entertained.
- (ii) The supply order will be placed as and when required. the successful bidder will have to meet all the requirement of the Ministry immediately on receipt of the supply order and in any case within a maximum period of 02 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 final, 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 it will be rejected.

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- (iv) Firms/companies are required to furnish the item wise rates only. VAT is payable extra as per acutals.
- (v) The delivery of items will have to be made at **Ministry of Labour & Employment (MS), Shram Shakti Bhawan, Rafi Marg, New Delhi-110001**. No transportation charges will be provided for the same.
- (vi) The Ministry reserves the right to accept / reject any tender either in part or full without assigning any reason thereof.
- (vii) The successful tenderer will be required to deposit a sum of **Rs. 6,000/- (Rupees Six Thousand only)** in favour of **PAO(MS), M/O Labour & Employment** by way of a **Demand Draft / Fixed Deposit Receipt** drawn on any nationalized banks as Security Deposit.
- (viii) Payment will be made quarterly on satisfactory delivery and receipt of goods in acceptable condition in Shram Shakti Bhawan, New Delhi.
- (ix) The tender is for one year and may be extended for a short period on the same terms & conditions and rates.

Encl: As above.



(Atul Kumar Singh)

Under Secretary to the Govt. of India

Tel : 2376 6320

1. All Ministries / Departments of the Government of India, New Delhi. It is requested that wide publicity of this tender notice may please be given and contractors engaged by them for this job, may be informed to submit their ons if they are willing and fulfil the conditions.
2. Director (IT) w.r.to CPP Portal.
3. NIC, M/O Labour & Employment with the request to put this notice on the website of Ministry.
4. Hindi Unit for Hindi version.
5. Notice Board

S.NO.	Name of Item	
(A)	RUBBER STAMP	
1.	Per Line	Rs.
2.	Revolving Date stamp	Rs.
3.	Numbering Machine with date	Rs.
4.	Brass seals	Rs.
5.	Circular stamps	Rs.
6.	Circular stamps (with border around)	Rs.
7.	Rubber Stamps (Self-inking)	
	(i) Six/Four Lines	Rs.
	(ii) One Line	Rs.
8.	Dura stamps (Self-inking)	
	(i) Six/Four Lines	Rs.
	(ii) One Line	Rs.
9.	Ink Refill for Dura Stamps	Rs.
10.	Ink Refill for self-inking rubber stamps	Rs.
11.	Computerised Nylon self-inking stamp	
	(i) Six / Four Lines	Rs.
	(ii) One Line	Rs.
(B)	NAME PLATE	
1.	Brass Name plate (per letter) {per sq. Inch}	Rs.
2.	Plastic Name plate (Groving) {per sq. Inch}	Rs.
3.	Sunmica Board (per Sq. Inch)	Rs.
4.	Venyle Name Plate (per Sq. Inch)	Rs.
(C)	BANNERS	
1.	Cloth Banners	PSF
2.	Flex Banners	PSF
(D)	Momento Brass shield	Rs.
	(sample may be seen in Adm.II Section)	

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Signature of Authorised representative of the firm