

F.No15013/1/2012-Genl
Government of India
Ministry of Minority Affairs

11th Floor, Paryavaran Bhawan,
C.G.O. Complex, Lodhi Road, New Delhi.
Dated 13th June, 2012

To
As per list.

Subject:- Quotation for Annual Contract for one year from the date of awarding the contract for binding of service books, Pay bill Registers, stitching of vouchers and files in the Ministry of Minority Affairs.

Sir,

I am directed to invite quotation for binding of service books, Pay bill Registers, stitching of vouchers and files in the Ministry of Minority Affairs for one year from the date of awarding the contract on the terms and condition mentioned in the letter. In case your firm is interested in the rate contract the rates of the following items of work may be furnished.

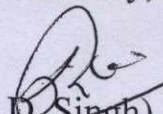
S.No. as per quotations	Name of Items	Rate (Rs.)
1	Service Book	
	Half leather Binding	
	Full Cloth or Rexin binding	
	Ordinary Binding	
2.	Pay Bill Register	
	Half Leather Binding	
	Full Cloth or Rexin binding	
	Ordinary Binding	
3.	Stitching with arranging of paid bills Vouchers	
4.	Stitching with arranging of files	
5	Binding & Stitching of ordinary Register etc.	
6.	Binding & Stitching of speed post voucher	

2. The envelope containing the rate should be addressed to the undersigned and should be superscripted Quotation for Annual Contract for one year from the date of awarding the contract for binding of service books, Pay bill Registers, stitching of vouchers and files e.t.c. in the Ministry of Minority Affairs. and sent to the undersigned Ministry of Minority Affairs 11th Floor, Paryavaran Bhavan, C.G.O. Complex Room No.1151 New Delhi not later than 3-00 P.M. on 27.06.2012. The quotation will be opened on same day at 4-00 P.M in Room No. 1151. You or your representative may be present at the time of opening of quotations, if you so desire.

TERMS AND CONDITION

- (i) The period of Contract shall be for one year from the date of awarding the contract unless extended by the Ministry of Minority Affairs. The same can be extended as per the requirement depend upon the satisfactory service provided by the firm.
- ii) The successful tenderer will have to deposit a sum of Rs. 2,000/- (Rupees Two Thousand only) as security money in the name of D.D.O. Ministry of Minority Affairs, 11th floor C.G.O. Complex Paryavaran Bhawan, New Delhi.
- iv) No advance payment will be made in any case .
- v) It will be the responsibility of the contractor to report to the Section Officer (Genl) on 2 working days Monday and Friday for collecting orders.
- vi) If the work of the contractor is found unsatisfactory the contract can be terminated by this Ministry at any time without assigning any reasons. The decision of the Ministry shall be final and binding on the contractor. The Ministry also reserves the right to reject any quotation(s) in full or in part without assigning any reasons.

Yours faithfully,


(K.D. Singh)

Under Secretary to the Govt. of India

Copy to:-

NIC for uploading on the website of the Ministry