

**Notice Inviting Tenders**

Subject:- Preparation of Name Plates, Self inking stamps etc. in this Ministry under Annual Rate Contract-regarding.

Sir,

I am directed to invite sealed quotations for awarding contracts for one year for preparation of Name Plates, Self-inking Stamps and Rubber Stamps etc. of this Ministry.

It is requested to submit sealed quotations as per the enclosed proforma to the undersigned latest by 3:00 P.M. on 20.02.2009 as addressed to "The Under Secretary(Administration), Ministry of Statistics & Programme Implementation, Room No.-222 A, Sardar Patel Bhavan, Sansad Marg, New Delhi-01." The words "Quotation for the Name Plate/ Self inking stamps/ Rubber Stamps" may be superscribed on the envelope. The quotation will be opened at 3:30 P.M. on the same day and the representative of the firm may be present, if so desired.

The sealed quotation must accompany a Demand Draft/Pay Order of Rs. 1000/- (Rs. one Thousand only) in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. The earnest money of unsuccessful tenderers will be returned after finalization of tenders. The successful tenderer will be required to deposit another Rs. 1000/- (Rs. One thousand only), in total Rs.2,000/- (Rs. Two thousand only), as Performance Security, which will be returned without any interest after satisfactory completion of the contract period.

The Ministry reserves the right to reject the lowest or any other tender without assigning any reason thereof.

  
(RAM MOHAN)

Under Secretary to the Govt. of India.

**Proforma for Furnishing Rates**  
**Date of Opening Tender:20.02.09 Timing:3:30 PM**

Sl. No.	Name of Items	Size/Per Pcs.	Rate per letter(English)	Rate per letter(Hindi)
1	Brass Letter	1"	Rs.	Rs.
		1.5"	Rs.	Rs.
		2"	Rs.	Rs.
		3"	Rs.	Rs.
		4"	Rs.	Rs.
		5"	Rs.	Rs.
	Base of brass letter	Per Sq. inch/Ft.	Plastic Base	Rs.
		Per Sq. inch/Ft.	Wooden Base	Rs.
2	Thermocol Letter	3"	Rs.	Rs.
		4"	Rs.	Rs.
		5"	Rs.	Rs.
		6"	Rs.	Rs.
3	Structural Back Base Thermocol Banner	Per Sq. inch/Ft.	Rs.	Rs.
		Per Sq. inch/Ft.	Rs.	Rs.
4	Sign Board/Display Board	Per Sq. inch/Ft.	Rs.	Rs.
		Per Sq. inch/Ft.	Rs.	Rs.
5	Sign Board/Display Board- Stand	Per Sq.Ft.	Rs.	Rs.
		Per Sq.Ft.	Rs.	Rs.
6	Table Molding Plates	Per Sq. inch	Rs.	Rs.
7	Plastic Engraving Plate	Per Sq. inch	Rs.	Rs.
8	Brass Engraving Plate	Per Sq. inch	Rs.	Rs.
9	Brass Seals with handle	Per Pcs.	Rs.	Rs.
10	Computerised Rubber Stamp	Per line	Rs.	Rs.
11	Computerised Self ink Stamp	Per Pcs.	Rs.	Rs.
12	Computerised Round Stamp	1" Diagram(each)	Rs.	Rs.
		2"Diagram(Ea ch)	Rs.	Rs.
13	Date Stamp	Per Pcs	Rs.	Rs.
14	Computerised Stamp with Date	Per Pcs.	Rs.	Rs.
15	Banners	Per Mt. Cotton		
		Per Mt. Cotton		
16	Preinking Pharma Stamp	Size:		
		Size:		
17	Computer Self inking (Medium)	Per Pcs.		

**Signature with stamp:**

**Name of Firm:**

**Address:**

**Tel.No.:**