

PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

No. D-27011/04/2020-21/A&G

Dated 20.02.2023

Subject: Preparation of Rubber Stamps and Name Plates etc. reg.

Sealed quotations for preparation of Rubber Stamps, Name plates and Banner (Cloth & Flex sheet), Backdrop (Flex Sheet) etc.” are invited from interested firm/parties for the above said work of this Division. The interested firm/parties are requested to quote the rates for each of the following items and submit in a sealed envelopes upto 03.03.2023 (3.00 p.m).

S.No.	Name of the Items	Rates
1.	Computerized Self-inking Rubber Stamp (good quality)	
2.	Computerized pre-ink Rubber stamp (good quality)	
3.	Wooden Rubber Stamp	
4.	Round Rubber stamp (wooden)	
5.	Round Rubber Stamp self ink (computerized)	
6.	Plastic (base blue) Name plate – per sq. inch	
7.	Brass Letter Name plates –with acrylic sheet/wooden board – (per letter of about 1.5”)	
8.	Brass Name plates – engraved names in Black – per sq. inch	
9.	Steel Name plate (good quality) with black letter – per sq. inch	

2. While mentioning the cost of items, it may be mentioned specifically as to whether these are inclusive of taxes or not. If this information is not given, it will be presumed that the price quoted includes all the taxes.

3. The quotations in sealed envelope may be sent to Deputy Director (Admn), Publications Division, Ministry of I&B, Room No. 691, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 so as to reach latest by 3.00 on 03.03.2023. It is reiterated that the quotations will be opened on the same day at 3.30 PM in the presence of tendrerers or their representatives present at that time. Kindly note that the opening of the tenders/quotations will not be delayed just because the tenderers or their representative are not present.

Deepak Neri

4. The firm, which awarded the job order, shall be required to deposit a performance security of Rs. 3,000/- in the form of FDR for a period of 02 years from the date of issue of the contract duly pledged in favour of Director General, Publications Division, New Delhi. The performance security will be refunded after the satisfactory completion of the Contract.

5. This Division reserves the right to accept or reject any or all quotations without assigning any reason thereof. This Division also reserves the right to terminate the contract at any time during its currency without assigning any reason. No requests for revision of rates on accounts of fluctuations arise, if any, will not be considered during the period of contract. Subject to satisfactory performances by the firm during their contract period, contract may be extended for another one year on existing rates, terms & conditions.

Yours Faithfully,

Deepak Negi
20/2/23
(Deepak Negi)

Deputy Director (Admn.)

Tele# 24368009