

No.D-14016/1/2015-Admn.
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi,
Dated 17th February, 2016

Tender Notice

Subject:-Annual Rate Contract for Making Rubber Stamps, Name Plate, Banners, etc.

Ministry of Petroleum and Natural Gas invites sealed rate quotation for annual rate contract for a period of three years from amongst the reputed/experienced firms for various jobs of making of rubber stamps and name plate, banners, etc. The initial contract would be for a period of one year, which may be extended for a further period of two years, one year at a time, on the basis of satisfactory performance and willingness of both the firm and this Ministry. The detail of the Job, terms and condition and the proforma for application are annexed (Annexure "A" & "B")

2. Interested firms may send their sealed quotations Superscripted as "Tender for Annual Rate Contract for making of Rubber Stamps, Name Plate, Banner etc" addressed to Under Secretary (Admn), Room No.311-A, Dr. Rajendra Prasad Road, Shastri Bhawan, New Delhi or drop it in the Tender Box placed at the Facilitation Center, Garage No. 18, Ground Floor, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi **by 03.00 PM on or before 11th March, 2016**. The tender will be opened on the same day **at 04.00 P.M.** The authorized representatives who intend to attend the tender opening are requested to bring a letter of authorization from the their respective firms.
3. Interested firms are required to submit quotation in enclosed proforma (Annexure – "A"). The terms and condition of contract is enclosed at Annexure- "B"
4. The Ministry reserves the right to reject/accept any or all the quotations without assigning any reason therefore.


(Mohan Chandra Bhatt)

Under secretary to Govt. of India

Tel: 2338 7224

Distribution :-

1. Technical Director, NIC, MOPNG with the request to upload the Tender Notice on the web site of the Ministry.
2. Central Public Procurement Portal www.eprocure.gov.in.
3. All Ministries/ Department of Government of India.
4. Firms as per the list.
5. Hindi Section with request to provide the hindi version of the tender notice.

ANNEXURE-“A”

Annual Rate Contract for making of rubber stamps, name plate, Banner & Memento		
<u>S. No.(I)</u>	<u>Rubber Stamp</u>	<u>Rate (Rs.)</u>
1.	English/Hindi Per line	
2.	Round Stamps	
3.	Date Stamps	
4.	Signature Stamps	
5.	Self Ink rubber stamp(Computerize)	
(II)	Brass Letter with Plate	
1.	English letter 1 “	
2.	Hindi Letter 1 “	
3.	English letter 1-1/2”	
4.	Hindi Letter 1-1/2”	
5.	English letter 2”	
6.	Hindi Letter 2”	
7.	Brass Office seal	
(III)	Name Plate	
1.	Brass/Steel Plate per sq. inch	
2.	Computerize Plastic Plate vinyle type per sq. inch.	
(IV)	Banner	
1.	Flax per sq. feet.	
(V)	Fixing of Name Plate	
(VI)	Making of Memento in Silver/Golden Colour (As per sample) *	
<ul style="list-style-type: none">• Sample of Memento may please be seen in Room No. 215(B) “B” wing, Shastri Bhawan between 02.00 P.M. to 05.00 P.M. from 1st to 4th March, 2016.		
