

F.No.A.15014/3/2012 Admn II (LA) Section
Government of India
Ministry of Law & Justice
Department of Legal Affairs

Shastri Bhawan ,New Delhi
Dated. The 22 March, 2012

Sub:- Quotation for making self ink rubber stamps brass etc. during the financial year ,.2012-13

Dear Sir.

1 I am directed to invite sealed quotations for making of self ink rubber stamps Brass words Name Board , Plastic Name plates etc and other miscellaneous and allied jobs as mentioned in the enclosed Annexure- for use of the Department of Legal Affairs, during the year 2012-13

2. The supply of material will be governed by the following conditions:-

(a) The rates quoted in response to this quotation will remain in force for a period one year from the date of acceptance of terms and conditions ;

(b) The material and printing should be of very good and standard quality

© The rate should be inclusive of delivery charges to this Department in Room No. 410D, 'A' Wing, Shastri Bhawan, New Delhi.

(d) The rates should be quoted according to the specifications given in attached list. The rates of sales tax, if chargeable should be mentioned clearly.

(e) One representative of the firm will have to visit this Department twice a week i.e on Monday and Thursday to enquire about the demand or to make delivery. Telephone number/mobile/ number of the firm should be indicated for urgent communication,

(f) In case of short/late supply or/ non-compliance of any order to this Department or in the event of unsatisfactory performance, the contract can be terminated at any time without assigning any reasons at the cost and risk of the firm

(g) This Department shall not be bound to accept the lowest rates and an order may be placed with any other firm considered suitable for the work. The decision of the competent Authority in this department will be final in this regard.

3 The quotation should be sent (by name) to the undersigned in a sealed cover marked “ TENDER FOR PRINTING WORK” in Room No. 410 D, A Wing Shastri Bhwan , Dr .Rajendra Prasad Road New Delhi latest by 26th March 2012 at 3.30.P.M. The quotation will be opened on the same day at see 4.00 P.M. Further details, if any, can be obtained from Section Officer, Admn II (LA), Room No. 410D, A Wing, Shastri Bhawan , New Delhi (Telephone . 23384837)

Your faithfully



(G.D. SHARMA)

Under Secretary to the Govt. of India

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ANNEXURE

S.No.	Items	Rates
1	Stamp (Eng./Hindi)/bilingual (computerized) (per line)	
2	Stamp round with border (Computerized)	
3	Self inking stamp(with bilingual matter)	
4	Office Stamps with date/month	
5	Brass Office seal (for sealing envelops each)	
6	Signature stamp	
7	Revolving date with stamp	
8	Perma Madras stamp	