

D-15014/2/2011-Admn.III(Pt.2)
Government of India
Ministry of Information & Broadcasting

New Delhi, dt. 10.01.2012

**Subject: Procurement of Office Stationery, Sundry and Crockery
Items for use in the Ministry of I&B(Main Sectt.) regarding.**

The sealed quotations from leading stationers are invited for supply of office stationery, sundry and crockery items initially for a period of one year, for use in the Ministry of I&B(Main Sectt.), as per lists of items enclosed.

2. The quotations may be sent by name to the Under Secretary, Room No. 544-B, "A" Wing, Shastri Bhavan, New Delhi, in sealed cover superscribed "quotations for the stationery, sundry and crockery items" latest by **3PM on 24.01.2012**. Quotations received after stipulated date/time shall not be entertained at any case.

3. **The supply will be governed by the following terms and conditions.**

(a) The terms quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.

(b) The articles should be in original/standard quality.

(c) The rate should be including of delivery charges to the Min. of I&B in Shastri Bhavan, New Delhi.

(d) The successful supplier will have to meet all the requirements of the Ministry immediately after receipt of the supply orders and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.

4. The Ministry can terminate the contract entered into at any time without assigning any; reason. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.

5. The quotations received will be opened on the same day i.e. **24.01.2012 at 3.30 PM** in the chamber of Under Secretary(Admn.), Room No. 544-B, "A" Wing, fifth floor, Ministry of I&B, Shastri Bhavan. The tendered or his representative may, if they so desire, be present at the time of opening of quotations.

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6. The successful tender/firm will have to deposit Rs. **25,000/- (Rs. Twenty five thousand)** only as security deposit in the shape of Demand Draft in favour of **DDO, Ministry of I&B, Shastri Bhavan, New Delhi.**

7. The Ministry of I&B reserves the right to accept or reject any quotations in full or part without assigning any reason thereof. The decision of this Ministry in this regard shall be final and binding on the firm. Any clarification in the matter may please be obtained from the undersigned on telephone no. 01123386086.

Yours faithfully,



(Rakesh Kumar)
Section Officer
Tele: 23386086

Copy to:

1. All Ministries/Departments with the request that the contractor working under them, may please be apprised to the contents of this letter and asked to quote for the contract, if he/she is interested.
2. NCCF/Contractors (as per list).
3. Kendriya Bhandar, New Delhi
3. NIC with the request to place it on the website of Min. of I&B and to remove from the website after **24.01.2012(AN)**

