

D-29012/01/2013-Admn.III  
Government of India  
Ministry of Information & Broadcasting

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Shastri Bhawan, New Delhi

Dated 04.04.2013

To

All Intended Persons / Firms.

**Subject: Inviting tender regarding Stitching / Binding of Files,  
Registers & Office records etc.**

Ministry of Information & Broadcasting invites **SEALED QUOTATIONS** for the work of Stitching / Binding of Files, Registers & Office records etc. for a period of one year. This period can be extended further if services are found satisfactory. Tempering of records will invite penalty as decided by Ministry of I&B.

2. Intended persons / firms may submit their quotations completed in all respects to Admn.-III Section, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi up to 1:00 p.m. on 15.04.2013. These quotations will be opened on 15.04.2013 at 3:00 p.m. in Room No. 544, A-Wing, Shastri Bhawan, New Delhi. The interested tenderers may remain present.

3. "Quotations for stitching / Binding work" must be super scribed on the top of the Envelope of the quotation.

4. The Ministry reserves the right to cancel the process of tender / contract at any point of time without assigning any reason.

5. Intended persons / firms may quote the rates as per enclosed performa.

6. Terms & Conditions for the contract / quotations are enclosed which will required to be signed by the Contractor.

  
(S.S. BEDI)

Under Secretary to the Govt. of India .  
Tele N. 2338 6547

Copy to:-

1. All Ministries / Departments of Govt. of India, New Delhi with the request that this enquiry may please be given wide publicity and contractors employed by them may please be persuaded to submit their quotation.

2. NIC with the request to post the tender notice on the official website of the Ministry and withdraw from the site in the afternoon of 15.04.2013.

  
(S.S. BEDI)

Under Secretary to the Govt. of India .

Terms & Conditions

1. This contract will be for a period of one year initially. Ministry of Information & Broadcasting can extend the period if services found up to the mark.
2. Contractor must ensure that the files/ registers / record will be provided back to the concerned office / section in a good condition without tampering.
3. Contractor will not be allowed to carry the files / registers / records etc out side the office premises for the stitching / binding work.
4. Contractor will not do any binding / stitching work on his will. The work will be executed only after the permission of the Admn.-III Section, Ministry of I&B.
5. Payments for the work done will be made on quarterly basis on the basis of satisfaction report from the users.
5. Ministry of I&B reserves the right to reject any quotation completely or partially without assigning any reason.
6. Ministry of I&B also reserves the right to cancel the contract during the contract period, if the services of the contractor are not found satisfactory.

Signature of the Contractor \_\_\_\_\_

Name & Address of the Person / Firm. \_\_\_\_\_

\_\_\_\_\_

Phone Number : \_\_\_\_\_.

Sl. No.	Detail of work	Rate
1.	Half Leather Binding of Service book	
2.	Raxin binding of service book	
3.	Ordinary binding of service book	
4.	Photo copying - A-4 size	
5.	Photo copying - LS / FS	
6.	Colour photo copying A-4 size	
7.	Set making	
8.	Spiral binding - A4 size up to 100 pages	
9.	Spiral binding A4 size above 100 pages	
10.	File stitching	
11.	PBR Register Covering/binding (Simple)	
12.	PBR Register Covering/binding (Leather)	
13.	Registers Covering /binding (Simple)	
14.	Registers Covering /binding (Leather)	