

D-29012/01/2012-Admn.III
Government of India
Ministry of Information & Broadcasting

Shastri Bhawan, New Delhi
Dated 23.03.2012

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 03.04.2012. These quotations will be opened on 03.04.2012 at 3:00 p.m. in Room No. 547, 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.B. Pandey)

Under Secretary to the Govt. of India
Ph. No. 23073775

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 03.04.2012.
C.P.P. Portal
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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 satisfactory 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 : _____.

