

File No.D-15014(1)/07-GA  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
(G.A. Section)

Udyog Bhavan, New Delhi  
Dated 4<sup>th</sup> March,2008

To  
As Per List Attached

**Subject : Annual contract for supply of stationary and consumable items  
in Ministry of Micro, Small and Medium Enterprises.**

Sir,

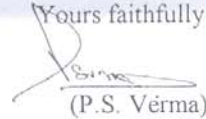
I am directed to say that Ministry of Micro, Small and Medium Enterprises invites sealed quotations for supply of stationary and consumable items as given in the enclosed sheet. The tender offers in sealed covers should be submitted to the undersigned on or before 14.3.2008 along with earnest money deposit of Rs. 60,000/- (Rs. Sixty thousand) only in the form of a Demand Draft/FDR in favour of DDO, Ministry of Micro, Small and Medium Enterprises. The tenders would be opened on 17.3.2008 at 4.00 P.M. in room No. 356A Udyog Bhawan. The terms and conditions are as under:-

1. The contract will be for one year but can be terminated at any time without assigning any reason. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid.
2. The financial status of the firms and the past experience may also kindly be indicated, separately.
3. The Contractor will be required to contact the General Administration of this Ministry every day to take orders for supply of stationary and consumable items.
4. All items will be carried out on the basis of only written orders from this Ministry from time to time.
5. The successful contractor will have to deposit Rs. 1,20,000/- (Rs. One Lakh Twenty Thousand) only in advances as security deposit in the form of a DD/FDR in favour of DDO, M/o MSME to be retained during the currency of the contract.
6. In case of violation of the above terms of the contract, the security deposit would be forfeited.
7. The Ministry is not bound to accept the lowest rate and reserves the right to reject any/all offers without assigning any reasons.
8. The earnest money deposit will be returned after the contract has been finalized and contractor selected.

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Accordingly, you may, if interested, send your quotations in sealed covers to the undersigned on or before 14.3.08 along with earnest money deposit of Rs. 60,000/- (Rs. Sixty thousand) only in the form of DD/FDR in favour of DDO, Ministry of MSME.

Yours faithfully



(P.S. Verma)

Under Secretary to Govt. of India

Encl: As above

Copy to : NIC for placing the above contract on Web site of M/o MSME