

**No. D-15014(1)/09-GA**  
**Government of India**  
**Ministry of Micro, Small & Medium Enterprises**

**Udyog Bhavan,**  
**New Delhi, the 4<sup>th</sup> March 2009**

**Subject : Award of contract for supply of Stationary and consumables in the Ministry of Micro, Small & Medium Enterprises for the Year 2009-10- regd.**

Sir,

I am directed to say that Ministry of Micro, Small & Medium Enterprises invites sealed quotations for supply of Stationary and Consumables as given in the enclosed sheet (Annexure-1). The tender offers in sealed covers should be submitted to the undersigned on or before 3.00 P.M. of 16.03.2009 along-with earnest money deposit of Rs. 60,000/- (Rupees Sixty thousand only) in the form of a Demand Draft/FDR in favour of DDO, Ministry of Micro, Small & Medium Enterprises without which the quotations will not be considered. The quotations would be opened on the same day at 3.30 P.M. in room No. 356-A, Udyog Bhavan in the presence of the tenderers who wish to be present. The terms and conditions of the contract are as under :-

1. The contract will be for one year (10.04.2009 to 31.03.2010) 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 firm submitting quotations should be well equipped and should have the required infrastructure to undertake the job of supply of stationary and consumables. The firm should have achieved a minimum turnover of Rs. 30.00 lakh (Rupees Thirty lakh only) through sale of stationary and consumables during the last three financial years i.e. 2005-06, 2006-07 and 2007-08.
3. The financial status of the firms and the past experience may also be indicated, separately.
4. The Contractor will be required to contact the General Administration Section of this Ministry every day to take orders for supply of Stationary and consumable items.
5. All supplies will be made only on the basis of written orders from this Ministry from time to time.
6. The successful contractor will have to deposit Rs.1,20,000/- (Rupees One lakh Twenty Thousand only) in advance as security deposit in the form of a DD/FDR in favour of DDO, Ministry of Micro, Small & Medium Enterprises to be retained during the currency of the contract.
7. In case of violation of the above terms of the contract, the security deposit would be forfeited.
8. The Ministry is not bound to accept the lowest rates and reserves the right to reject any/all offers without assigning any reasons.
9. The earnest money deposit will be returned after the contract has been finalized and contractor selected.

Accordingly, you may, if interested, send your quotations in sealed covers to the Under Secretary (GA), Ministry of Micro, Small & Medium Enterprises, Room No. 356-A, Udyog Bhavan, New Delhi- 110 017 latest by 3.00 P.M. of 16.03.2009 along-with earnest money deposit of Rs.60,000/- (Rupees Sixty Thousand only) in the form the DD/FDR in favour of DDO, Ministry of Micro, Small & Medium Enterprises.

Yours faithfully,

S/d-

( P.S. Verma )

Under Secretary to the Government of India

Tel. No. 2306 1636

