

No.D-15014/2/2013-GA  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Heavy Industry  
(GA Section)

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Udyog Bhavan, New Delhi-110011.

Dated: 3<sup>rd</sup> May 2013 April, 2013.

NOTICE INVITING TENDER

Subject: Procurement of Stationery and Sanitary items for a period of one year in Department of Heavy Industry.

Ministry of Heavy Industries & Public Enterprises, Department of Heavy Industry, invites sealed tenders for purchase of stationery and Sanitary items as per the list enclosed at Annexure-I & II. The tender offer in sealed covers should be submitted to the undersigned on or before 3.30 p.m. on 27/05/2013 in Room No.15, Udyog Bhavan. The tender will be opened at 4.00 p.m. on the same day. The earnest money deposit of Rs.50,000/- (Rupees fifty thousand only) in the form of DD/FDR in favour of DDO, Department of Heavy Industry, New Delhi may be enclosed with the quotations. 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.
2. The rate once quoted will be applicable for one year and an undertaking in this regard be furnished alongwith the bid.
3. Taxes, if any, may be quoted separately, failing which no amount towards any tax will be paid.
4. The firm should have the experience of working in at least three other Government Departments.
5. Annual turnover of the firm during the past three years should atleast be Rs.1 Crore.
6. The financial status of the firm should also be indicated separately.
7. The contractor will be required to contact the General Administration Section of this Department every day to take orders for supply of stationery and consumable items.
8. All orders should be carried out on the basis of only written requests from the Department from time to time and should be supplied on the same day.

Contd..2/-



अजय कुमार गौड़/AJAY KUMAR GAUR  
अवर सचिव/Under Secretary  
भारी उद्योग एवं लोक उद्यम मंत्रालय  
Ministry of Heavy Industries & Public Enterprises  
भारी उद्योग विभाग/Dept. of Heavy Industry  
उद्योग भवन, नई दिल्ली-110011  
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