

South Block, New Delhi.

Dated 8th May, 2015.

To,

As per list attached.

Subject:- Limited Tender Notice for award of rate contract for purchase/Supply of Official Stationery items and General items-reg.

Sir,

I am directed to say that this office intends to invite sealed quotations for award of rate contract for a period of two years^{for} purchase/Supply of Official Stationery items and General items as per terms and conditions given in **Annexure-I**.

2. The reputed suppliers of stationery items are requested to submit their rate quotations. The Tender should be submitted in sealed cover superscribed as "purchase/Supply of Official Stationery items" and should contain the following documents:

- (i) The proforma as per **Annexure-I**, duly filled in, alongwith relevant documents/information
- (ii) Earnest Money Deposit (EMD)

3. **Tender should be addressed to the Under Secretary (Admn.), Prime Minister's Office, South Block, New Delhi and dropped in the Dak counter of this office so as to reach latest by 3.00 PM on or before 28.05.2015.**

4. **The quotations will be opened by the Committee on 29.05.2015 at the 3.30 PM in the office of Under Secretary(Admn.), Room No. 236-D, PMO, South Block, New Delhi** in the presence of the participating bidders, who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith.

5. The Competent Authority in PMO reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.

6. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-I before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by PMO.

7. The Tender document can be downloaded from the website of the PMO i.e. **www.pmo.gov.in** or **www.pmindia.gov.in**.

Yours faithfully,



(R. Mythili)

Under Secretary to the Govt. of India
Tel: 23018130

Copy to :-

1. STD(NIC), PMO with the request to upload the tender on PMO Website immediately.

2. All Ministries/ Department of the Govt. of India, New Delhi with the request that a copy of the tender notice may kindly be provided to the venders, who have been awarded the contract by them for purchase/supply of Official Stationery items .



(R. Mythili)

Under Secretary to the Govt. of India
Tel: 23018130

