

## **DELHI DEVELOPMENT AUTHORITY**

*(NAZARAT BRANCH)*

**QUOTATION NOTICE 8/DD (NAZ)/DDA/2012-13    dt:05.03.13**

### **Notice for inviting quotations/Rates for Rubber Stamps etc.**

Sealed quotations are invited for supply of rubber stamps, Name Plates, etc., as specified in the Schedule of items appended.

The quotations will be received in the office of Dy. Director (Nazarat) Room No 404, 4th Floor, B-Block, Vikas Sadan, I.N.A., New Delhi latest by 18/03/2013 up to 3.00 PM and will be opened on the same day at 3.30 PM in the presence of quotationers who may like to be present. The quotation form can be downloaded from DDA's website.

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Dy. Director (Nazarat)  
DDA

## **DELHI DEVELOPMENT AUTHORITY**

(NAZARAT BRANCH)

**SCHEDULE OF QUANTITIES FOR RUBBER STAMPS, NAME PLATES ETC.**

**QUOTATION NOTICE NO. 8/DD/NAZ/DDA/2012-13**

<b>S. No</b>	<b>Description (Item list)</b>	<b>Rate</b>
1.	Computerized stamps	
2.	Round stamp upto 1 ½"	
3.	Door name plates	
4.	Computerized name plate (Golden)	
5.	Self ink stamps	
6.	Name folder Badges	
7.	Pre ink V. Imp stamps	
8.	Brass name plates	

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Dy. Director (Nazarat)

DDA

**DELHI DEVELOPMENT AUTHORITY**  
(Nazarat Branch)

**TERMS AND CONDITIONS FOR THE QUOTATION FOR SUPPLY OF RUBBER STAMPS, NAME PLATES, etc.**

1. Sealed quotations are invited for preparation and supply of rubber stamps, name plates etc.
2. Quotations shall remain valid for acceptance for 60 days from the date of opening. The quotation should be addressed to the Dy. Director (Nazarat), DDA, Room No. 404 , B Block, 4th floor, Vikas Sadan, INA, New Delhi and the envelope containing the quotation shall be submitted in the room of the Dy. Director (Nazarat), DDA on **18.03.13** between **11.00 AM to 3.00PM** on the said date of opening. The quotation will be opened on the same day at **3.30 PM** in the room of Dy. Director (Nazarat). Incomplete and late quotations will be summarily rejected.
3. Quotations must be submitted in sealed cover and marked 'QUOTATIONS FOR RUBBER STAMPS, etc.' due on 18.03.13. The name of the quotationer should be written on outer cover of the quotation and the same should be signed by the proper authority.
4. The rates should be quoted in both words and figures and over writing, cutting, correction, if any, should be attested by the quotationer. The rates quoted should be inclusive of all charges, i.e., taxes, levies, testing, cartage to the place of supply which may be office of DDA at Vikas Sadan.
5. Quotationer should quote rates for each item along with T&C duly signed.
6. The rate quoted shall hold good up to 60 days of opening of quotation and the successful quotationer shall be bound to supply the required quantity of articles as and when required within a period of one year w.e.f. 01.04.2013 to 31.03.2014 from the date of placing confirmed order for supply.
7. Quotationers/firms proposing their own terms and conditions are liable to be rejected.
8. Quotationers shall not be permitted to withdraw their quotations after their submission to Dy. Director (Nazarat).
9. The material will be received in the office of Asstt. Director (Nazarat) only from 10.00 AM to 1.00PM on any working day.
10. The quotationer(s) will be debarred from further quotationing in case of violation of any of these terms & conditions and in case of part supply/non supply of the ordered goods required by DDA.
11. All terms and conditions mentioned in the quotation notice will be binding on the quotationers.
12. The quotationers should submit the complete quotation form along with terms and conditions, schedule of quantity duly signed on each page by the quotationers/their authorized representatives.

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Dy. Director (Nazarat)  
Delhi Development Authority

Accepted

Sign of Quotationer