

F. No. 6/ 1/2011-Admn. III
Government of India
Ministry of Power
Admn. III-Section

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 30.12.20110

To,
As per list enclosed

Subject: Registration of suppliers for the supply of various items of Stationary, Photostat Paper, other misc. items and also printing of stationary items in the Ministry of Power.

Under rule 142 of GFR 2005, Ministry of Power intends to register suppliers of goods as stationary items, Crockery, Photostat Paper, other misc. items and also printing of office stationary. All those desirous of get themselves registered with this Ministry, may sent their profile in the prescribed perform (Annexure-A) latest by 4.00PM on 10.01.2011 and if needed, may also contract any working day between 3 to 5 PM in room No. 25, Gate No. 5, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001. Terms and condition of the contract will be as detailed on Annexure -B.



(N. Sriraman)

Under Secretary to the Govt. of India
23752495

Brief particulars of Establishment /Agency

Serial	Details required	To be filled by the firm
1	Address	
2	DGS&D registration, if any	
3	Yearly turnover	
4	PAN/TIN number	
5	Service tax/VAT registration number	
6	Items for which registration is sought	
7	Ministries /Department office where already registered as supplier	
8	Contact person and mobile number	
9	Distance of your office /Store from Shram Shakti Bhawan.	


Enclose all documents in support of above details

Signature with
stamp, name, address of firm



Terms and conditions of the contract

1. The firm should be register with service tax /VAT
2. The firm should be having PAN/TIN number
3. Store of the firm should be located within 8.00 KM of the of Shram Shakti Bhawan.
4. Supply of the items has to be made on credit of 1 month.
5. All firm has to deposit security deposit of Rs. 10,000/- with the quotation in favour PAO, Ministry of Power in the form of Draft, Pay order. Without security deposit quotation will be not entertained.
6. All the successful firm has to deposit performance security of Rs. 15000/- in the form of Draft, Pay order or fixed deposit.
7. Firm have to agree to supply items within four working day from the date of confirmed order or if needed, on the same day.


(P.K. Singh)
Section Officer