

F. No. 21-2/2016 से.पू.  
Government of India  
Central Hindi Directorate

S & S Section  
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West Block-07 R.K Puram, New Delhi.

Dated: - 07/5/25

**Subject: - Tender for supply of name plates, sign boards, cloth banners, backdrops etc. for the central Hindi Directorate – reg.**

Sealed quotations are invited for supply of name plates, sign board, cloth banners, backdrops etc. for use in the directorate of education as per details given in Performa.

2. The supply will be governed by the following terms and conditions:-

i. Name of work:- old furniture repair at the Central Hindi Directorate.

Estimated Cost: Rs. 2,50,000/-

Security Deposit: 2% of the total contractual value i.e. Rs. 5,000/-

ii. The contract will be initially awarded for a period of one year w.e.f the date, the work is actually assigned. This will be extendable on year to year basis upto two years depending upon the performance of the contractor to be evaluated on yearly basis.

iii. The articles should be of standard quality.

iv. The rates should be inclusive of delivery charges to Central Hindi Directorate, West block -07 RK puram, New Delhi- 110066.

v. The rates should be quoted according to the specifications of name plates, sign board, cloth banners, backdrops etc. given in annexure. The rate of any kind of tax chargeable, shall be mentioned clearly.

vi. One representative of the firm will have to requirements inquire about the demand / requirement and to make delivery in Central Hindi Directorate, New Delhi.

vii. In case, the name plates sign boards, cloth banners, backdrop etc. supplied by the firm rejected by the directorate, no compensation will be paid.

viii. The firm will have to supply name plates, sign boards, cloth banners, backdrop etc. within three days from the date of receipt of the order orally or in writing. However, sometimes the firm may be asked to supply at a short notice and tout de suite.

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3. The successful bidder shall give performance security in the form of Account payee Demand draft amounting to 25% of the total contract value i.e. Rs. 5000/- in favour of the Central Hindi Directorate, New Delhi. Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and / or if any of the conditions of the contract are contravened/breached, and/ or towards any Damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Ministry that the contractor firm may invite upon themselves due to any of the reasons specified above.
4. The Quotations, duly complete and signed as per given Proforma deposited in a sealed cover in the Tender Box placed at the outside of the administrative officer room New Delhi not later than 3.00 P.M. on 16 May, 2025. The cover containing the tender must also be prominently marked with the words "QUOTATIONS FOR REPAIR AND REVAMP OF OLD FURNITURE ETC Addressed to Administrative Officer, Central Hindi Directorate, west block-7 r.k.puram, new delhi-1100066. The quotations will be opened on the same day at 3.30 pm on 16 May 2025. The authorized representative may be present at the time of opening of quotations, if so desired. Over writing must be avoided and if done should be countersigned by the authorized person.



(Sangita James)  
Administrative Officer

PROFORMA

**SUBJECT: TENDER FOR PROVIDING OF NAME PLATES, SIGN BOARD, CLOTH BANNERS, BACKDROPS ETC IN CENTRAL HINDI DIRECTORATE, MINISTRY OF EDUCATION**

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Central Hindi Directorate. The rates quoted are as indicated below:-

1.	Name and address of the firm	
2.	Telephone No.	
3.	Mobile No.	
4.	PAN No.	

RATES

Sl. No.	Description/name of the items	Rate Per Unit
1.	Plastic name Plates (As per the sample of the Directorate)	Rs. _____ Per Sq. inch
2.	Steel Name Plates ( Complete with engraving)	Rs. _____ Per Sq. inch
3.	Painting on Sign Board	Rs. _____ Per Sq. inch
4.	Writing of letters etc. <ul style="list-style-type: none"><li>• Upto 1-2"</li><li>• Upto 2-3"</li><li>• Upto 3-4"</li><li>• Above 4"</li></ul>	<ul style="list-style-type: none"><li>• Rs. _____ Per Sq. inch</li><li>• Rs. _____ Per Sq. inch</li><li>• Rs. _____ Per Sq. inch</li><li>• Rs. _____ Per Sq. inch</li></ul>
5.	Writing of identification No. on the articles of the Department.	Rs. _____ Per item
6.	Supply of Cloth Banners. <ul style="list-style-type: none"><li>➤ Poplin Cloth for Banners with painting &amp; writing.</li></ul>	<ul style="list-style-type: none"><li>➤ Rs. _____ Per Sq. Feet</li></ul>

	<ul style="list-style-type: none"> <li>➤ Reshmi / Flexo cloth for banners with painting &amp; writing.</li> <li>➤ Rope for banners.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rs. _____ Per Sq. Feet</li> <li>➤ Rs. _____ Per Sq. Feet</li> </ul>
7.	Brass letters (bilingual) with black sheets. <ul style="list-style-type: none"> <li>❖ Upto 1-2"</li> <li>❖ Upto 2-3"</li> <li>❖ Upto 3-4"</li> <li>❖ Above 4"</li> </ul>	<ul style="list-style-type: none"> <li>❖ Rs. _____ Per Letter</li> <li>❖ Rs. _____ Per Letter</li> <li>❖ Rs. _____ Per Letter</li> <li>❖ Rs. _____ Per Letter</li> </ul>
8.	Backdrop Frame work in fabric material, Mounted letters (logo as per design complete with writing) <ul style="list-style-type: none"> <li>❖ Welcome panel backdrop</li> <li>❖ Direction indicator backdrop</li> <li>❖ Backdrop to be used as welcome hording</li> <li>❖ Logo in front of podium</li> <li>❖ Backdrop parking board panel ( indicator)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Rs. _____ Per Sq. Feet</li> <li>❖ Rs. _____ Per Sq. Feet</li> <li>❖ Rs. _____ Per Sq. Feet</li> <li>❖ Rs. _____ Per Sq. Feet</li> <li>❖ Rs. _____ Per Sq. Feet</li> </ul>
9.	Plastic name Plates for dais	Rs. _____ Name plate
10.	RUBBER STAMP WITHOUT INK AS PER LINE	RS. _____
11.	RUBBER STAMP WITH INKAS PER LINE	RS. _____

Name & Signature of the  
 Authorized Signatory of the Firm  
 (With Seal of the Agency Affixed)