

No. D-29013(1)/2010-GA
Government of India
Ministry of Micro, Small and Medium Enterprises

Udyog Bhavan, New Delhi
9th March, 2010

Subject: Furnishing of quotation for annual contract for printing of letter heads, D.O. Letters, Envelopes, etc. for the year 2010-2011- regd.

Sir,

I am directed to say that generally the printing job emanating from this Ministry consists of letter heads of the Ministry, DO letter heads of the Ministers and Senior Officers along with envelopes of different size, etc. Therefore, in order to facilitate the printing job, the Ministry of MSME desires to award annual contract for printing of letter heads (different size), DO letter heads (A-4, A-5, A-8 size) Envelopes, etc. for the year 2010-2011 i.e for the period w.e.f 1st April,2010 to 31st March, 2011. You are, therefore, requested to send your rate quotations for printing job for the below mentioned items on or before 3.00 P.M of 22nd March, 2010 alongwith earnest money deposit of Rs. 10,000/- (Rs. Ten thousand only) in the form of Demand Draft in favour of DDO, M/o MSME:-

S.No	Job Description	Unit	Rate(Rs)
1.	Screen Printed DO letter head with Golden Embossing A-4 A-5 A-8	1000	
2.	Screen Printed DO letter head A-4 A-5 A-8	1000	
3.	letter heads of Ministry A-4 A-5	1000	
4.	Screen Printed Envelopes 10x4.5 (Window) 10x4.5 (Ordinary) 11x5 (Ordinary)	1000	
5.	Laminated Envelopes(Special made) (8x10 Size) (10x12 Size) (12x16 Size) (16x20 Size)	1000	
6.	Screen Printed Invitation Cards(7x5)	100	
7.	Signature Pad Folders	100	
8.	Printed Plastic Folders (Solo)	100	
9.	Printed Plastic Folders (Khadi)	100	
10.	Printed File Cover of Ministry (good quality with cloth corner)	100	
11.	Printed Slip Book Ordinary (20 pages of fine quality)	100	
12.	Printed Slip Book Spiral (20 pages of fine quality)	100	

The terms and conditions of the contract will be as under:-

1. The job of printing of letter heads, DO letter heads, envelopes etc. is generally of urgent nature. Therefore, the order for printing and the sample has to be got collected from the Ministry and after doing the work the printed material will be required to be supplied in the Ministry. No extra charges would be given for that.
2. The quality of paper on which printing is to be done will be 120 GSM Imported German/Italian DO paper for DO letter heads and 100 GSM Sunshine/Ballarpur paper for Envelopes or as per the specifications/requirements of the Ministry.
3. The contract would be terminated at any point of time if the work done is not found satisfactory. It will be solely at the discretion of the Ministry.
4. The Successful contractor has to deposit Rs. 20,000/- (Rs. Twenty Thousand only) in advance as security deposit in the form of a DD/FDR in favour of DDO, M/o MSME to be retained during the currency of the contract. In case of violation of the above terms of the contract, the security deposit would be forfeited.

Interested parties may submit their rate quotation in a sealed envelope super-scribing “Quotations for printing job in the Ministry of MSME” addressed to the Under Secretary(GA), Ministry of MSME, Room No. 356A, Udyog Bhavan, New Delhi-17 immediately, latest by 3.00 P.M of 22nd March, 2010 along with earnest money deposit of Rs. 10,000/- (Rs. Ten thousand only) in the form of Demand Draft in favour of DDO, Ministry of Micro, Small and Medium Enterprises. Quotations without earnest money deposit of Rs. 10,000/- (Rs. Ten thousand only) will not be considered. The quotations will be opened on the same day in Room No. 356A, Udyog Bhavan at 3.30 P.M in the presence of such tenderers who wish to be present.

Yours faithfully,

S/d-

(P.S Verma)

Under Secretary to the Government of India.

Tel. No. 23061636

Copy to: NIC, M/o MSME for placing the tender on the web site of the Ministry.