

D-29011/1/2013-Admn.III (Part)
Government of India
Ministry of Information & Broadcasting

New Delhi, dt. 17.09.2013

Subject: Tender for supply of printed office stationary items/printing work for one year for use in the Ministry of I&B(Main Sectt.) regarding.

Reference this Ministry's letter of even no. dated 23.08.2013 on the subject noted above. As the number of quotations received were less than the required for opening the quotations. The sealed quotations from leading printing firms/stationers are invited for supply of supply of printed office stationary items/printing work initially for a period of one year, for use in the Ministry of I&B(Main Sectt.), as per list of work of items enclosed (annexure I). The firms who have applied earlier need not apply again as the earlier submitted quotation will be considered.

2. The quotations may be sent by name to the Under Secretary (Gen. Admn.), Room No. 548, "A" Wing, Shastri Bhavan, New Delhi, in sealed cover super scribed "quotations for the printing job" latest by 3.30 PM on 30.09.2013. Quotations received after stipulated date/time shall not be entertained in any case. The tenders should be accompanied by earnest money of ₹15,000/- (Rupees Fifteen thousand only) in form of demand draft of any nationalized bank in favour of DDO, (Main Sectt.), Ministry of Information & Broadcasting, quotation received without earnest money shall not be entertained.

3. The supply will be governed by the following terms and conditions.

- (a) The terms quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.
- (b) The articles should be in original/standard quality.
- (c) The rate should be including of delivery charges to the Min. of I&B in Shastri Bhavan, New Delhi.
- (d) The successful supplier will have to meet all the requirements of the Ministry immediately after receipt of the supply orders and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.
- (e) The Ministry has the right to extend the tenure, if services are found satisfactory.

.....2/-

4. The Ministry can terminate the contract entered into at any time without assigning any; reason. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.
5. The quotations received will be opened on the same day i.e. 30.09.2013 at 4.30 PM in the chamber of Under Secretary (Admn.), Room No. 544 "A" Wing, fifth floor, Ministry of I&B, Shastri Bhavan. The tendered or his representative may, if they so desire, be present at the time of opening of quotations.
6. The successful tender/firm will have to deposit ₹15,000/- (Rupees Fifteen thousand only) as performance security guarantee in the shape of Demand Draft in favour of DDO, Ministry of I&B, Shastri Bhavan, New Delhi.
7. The Ministry of I&B reserves the right to accept or reject any quotations in full or part without assigning any reason thereof. The decision of this Ministry in this regard shall be final and binding on the firm. Any clarification in the matter may please be obtained from the undersigned on telephone no. 01123386086.

Yours faithfully,



(S. S. Bedi)

Under Secretary to the Govt. of India

Tel : 23384990

Copy to:

1. All Ministries/Departments with the request that the contractor working under them, may please be apprised to the contents of this letter and asked to quote for the contract, if he/she is interested.
2. NIC with the request to place it on the website of Min. of I&B and to remove from the website after 30.09.2013

Description of printing jobs quotation

(Rate in Rupees)

1. Printing of D.O. Letter Heads on imported D.O. Paper 80 GSM(per thousand)		
S.No.	Size	Rate
1.	7" x 9"	
2.	7.5" x 10.5"	
3.	A-4 size	
2. Printing of D.O. Letter Heads on Bond Paper 80 GSM(per thousand)		
1.	7" x 9"	
2.	7.5" x 10.5"	
3.	A-4 size	
3. Printing of D.O. Letter Heads on Bond Paper 70 GSM(per thousand)		
1.	7" x 9"	
2.	7.5" x 10.5"	
3.	A-4 size	
4. Printing of D.O. Envelopes with paper 80 GSM(per thousand)		
1.	D.O. Envelope 9"x4"(SE5)	
2.	D.O. Envelope with window(SE5)	
3.	D.O. Envelope 10.5" x 4.5"(SE6)	
5. Printing of Invitation Cards(7"x5")with Envelopes <u>superior quality ivory card will be used/duly printing bilinqual i.e. one side Hindi and other side English</u> (Per thousand)		
1.	Invitation Cards(7"x5") with Envelopes(for 100)	
2.	Greeting cards (7"x5") with envelopes	
6. EMBOSHING OF GOLDEN STATE EMBLEM(PER 1000)		
1.	Embossing of Golden State Emblem	
7. PRINTING OF BROWN FILE COVERS, VIP FILE COVERS, LOK SABHA FILE COVERS AND RAJYA SABHA FILE COVERS.		
1	File Covers on Brown craft. paper 210 GSM	
2.	VIP File Covers on thick craft paper Red colour	
3	Lok Sabha File Covers on thick craft paper green colour	
4	Rajya Sabha File Cover on thick craft paper pink colour	
8. PRINTING OF SLIP PADS ON BOND PAPER 70 GSM		
1	5.5" x 8.25" Ruled per pad(50 sheets)	
2	5.5"x8.25" size plain per pad(50 sheets)	
3	5"x4.5" size plain Visitor Slip pad(50 sheets)	
4	5.5"x8.25" size Ruled per pad(20 sheets)	
5	5.5" x 8.25" size plain per pad(20 sheets)	

Contd/-