

No. 29011/1/2012-Admn.III
Government of India
Ministry of Information & Broadcasting

Dated:09.08.2012

Subject: Annual contract for supply of printed office stationery items for use in the Ministry of Information & Broadcasting (Main Sectt.) for the period of one year.

The sealed quotations from leading printers are invited for supply of **printed office stationery items for use in the Ministry of Information & Broadcasting (Main Sectt.)** for a period of one year from the date on which the contract is awarded, as per list of items enclosed.

2. The quotations may be sent by name to the Under Secretary (Admn.), Room No. 544-B, "A" Wing, Shastri Bhawan, New Delhi in sealed cover super scribed "*Quotations for the printed stationery items*" latest by **3.00 P.M. on 21st August, 2012**. Quotations received after stipulated date/time shall not be entertained.

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

(a). The supply order will be prepared and placed as and when required. The successful printer will have to meet all the requirement of printed office stationery of this Ministry immediately on receipt of the supply order and in any case within a maximum period of 4 days from the date of supply order. However, the supply of urgent nature shall have to make on the same day. The articles should be in original/standard quality.

(b). The rates should be quoted according to the specifications given in the enclosed proforma and should be quoted separately. The rate should also include all the delivery charges.

(c). If VAT is payable in addition to the rates quoted, it should be specifically mentioned; other-wise it will be presumed that the rates quoted are inclusive of VAT.

(d). The firm should be registered with the Govt. for the purpose of VAT/service tax/TIN etc. (Copy of the certificate to be attached).

(e). The Ministry reserves the right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the Ministry in this regard shall be final and binding on the firm.

4. The quotations received will be opened on the same day i.e. **21st August, 2012 at 3.30 p.m.** in the cabin of Under Secretary (Admn.III) Room No.544-B, 5th floor, M/o Information & Broadcasting, Shastri Bhawan, New Delhi. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.

..2/-

5. The successful firm will have to deposit 20,000/- (Rs. Twenty thousand) only as security deposit in the shape of Demand Draft in favour of DDO, Cash, M/o Information & Broadcasting, Shastri Bhawan, New Delhi.

6. Any clarification in the matter may please be obtained from S.O. (Admn.III) on telephone No. 23386086.


(S.B. Pandey)

Under Secretary to the Govt. of India
Tele: 23384990

Copy to:

1. All Ministry/Department 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. The Technical Director, NIC, Shastri Bhawan, New Delhi: It is requested that this tender notice may please be put on the website of the Government of India, Ministry of Information & Broadcasting and CPP Portal, and delete it in the afternoon of 21st August, 2012.


(S.B. Pandey)

Under Secretary to the Govt. of India
Tele:23384990

LIST OF PRINTED STATIONERY ITEMS WHICH QUOTATION HAS BEEN INVITED BY MINISTRY OF INFORMATION & BROACASTING

1.PRINTING OF D.O. LETTER HEADS ON IMPORTED D.O. PAPER 80 GSM (PER THOUSAND)

S.NO.	SIZE	QUOTED RATE
1.	7"X9"	
2.	7.5"X10.5"	
3.	A-4 SIZE	

2.PRINTING OF D.O. LETTER HEADS ON BOND PAPER 80 GSM (PER THOUSAND)

S.NO.	SIZE	QUOTED RATE
1.	7"X9"	
2.	7.5"X10.5"	
3.	A-4 SIZE	

3.PRINTING OF D.O. LETTER HEADS ON BOND PAPER 70 GSM (PER THOUSAND)

S.NO.	SIZE	QUOTED RATE
1.	7"X9"	
2.	7.5"X10.5"	
3.	A-4 SIZE	

4.PRINTING OF D.O. ENVELOPES WITH PAPER 80 GSM (PER THOUSAND)

S.NO.	SIZE	QUOTED RATE
1.	D.O. Envelope 9"x4" (SE-5)	
2.	D.O. Envelope with window 9"x4" (SE-5)	
3.	D.O. Envelope 10.5"x4.5" (SE-6)	

5. PRINTING OF INVITATION CARDS (7"X5") WITH ENVELOPES superior quality ivory card will be used/duly printing bilingual i.e. one side Hindi and other side English (PER THOUSAND)

S.No.	Size	Quoted rate
1.	INVITATION CARDS (7"X5") WITH ENVELOPES	

6.EMBOSSING OF GOLDEN STATE EMBLEM (PER 1000):

S.No.	Size	Quoted rate
1.	EMBOSSING OF GOLDEN STATE EMBLEM	

7.PRINTING OF BROWN FILE COVERS, VIP FILE COVERS, LOK SABHA FILE COVERS AND RAJYA SABHA FILE COVERS.

S.No.	ITEMS	QUOTED RATE
1.	FILE COVER ON BROWN CRAFT PAPER 210 GSM	
2.	VIP FILE COVER ON THICK CRAFT PAPER RED COLOUR	
3.	LOK SABHA FILE COVER ON THICK CRAFT PAPER GREEN COLOUR	
4.	RAJYASABHA FILE COVER ON THICK CRAFT PAPER PINK COLOUR	

8. PRINTING OF SLIP PADS ON BOND PAPER 70 GSM.

S.No.	SIZE	QUOTED RATE
1.	5.5"X8.25" SIZE 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"X8.25" SIZE PLAIN PER PAD (20 SHEETS)	

9. PRINTING OF ACR FORMS AND VISITING CARD PER PAGE

S.NO.	ITEMS	QUOTED RATE
1.	ACR FORMS (PER PAGE)	

2.	VISITING CARD(per 100)	
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S. No.	Items	No. of pages	Rates
1.	Printing of agenda notes/ reports etc. in 4 colour on Art Paper (Glossy paper) of 135 GSM. Cover page 220 GSM Art Paper	Upto 10	
		11 – 20	
		21 - 50	
		51 - 100	
		101- 150	
		151 – 200	
		Above 200	
2.	Printing of agenda notes/ reports etc. in single colour on Art paper (Glossy paper) of 135 GSM (Cover page of 220 GSM)	Upto 10	
		11 – 20	
		21 – 50	
		51 – 100	
		101 – 150	
		151 – 200	
		Above 200	
3.	Printing of Parking Labels (5" x 5")	Rate each item	