

No. 29011/1/2010-Admn.III  
Government of India  
Ministry of Information & Broadcasting  
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Dated:12.07.2010

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

Sir,

The sealed quotations from leading printers are invited for supply of **printed office stationary 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, for use in the Ministry of Information and Broadcasting (Main Sectt.), 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 stationary items" latest by 3.00 P.M. on 23<sup>rd</sup> July 2010. 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 stationary 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 Performa 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. 23<sup>rd</sup> July, 2010 at 3.30 p.m. in the cabin of Under Secretary (Admn.III) Room No.544-B,  
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5<sup>th</sup> floor, M/o Information & Broadcasting, Shastri Bhawan, New Delhi. The tendered or his representative may, if they so desire, be present at the time of opening of quotations.

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.

Yours faithfully




(RAM PHAL)

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 be 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 notice may please put on the tender website of the Government of India, Ministry of Information & Broadcasting.



(RAM PHAL)

Under Secretary to the Govt. of India

1. PRINTING OF D.O LETTER HEAD IMPORTED BOND D.O.PAPER 100 GSM PER THOUSAND WITH GOLDEN STATE EMBLEM.

S.No.	Size	Quoted rate by printers
1.	A-4 Size	
2.	7.5"x10.5" size	
3.	7"x9" size	

II.PRINTING OF D.O. LETTER HEADS ON IMPORTED BOND D.O.PAPER 90 GSM PER THOUSAND.

4.	A-4 Size	
5.	7.5"x10.5" Size	
6.	7"x9" Size	

III. PRINTING OF LETTER HEADS ON D.O.PAPER 80 GSM PER THOUSAND.

7.	A-4 Size	
8.	7.5"x10.5" Size	
9.	7"x9" Size	

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

10.	D.O. Envelope 9"x4" (SE-5)	
11.	D.O. Envelope with window 9:x4" (SE-5)	
12.	D.O. Envelope 10.5"x4.5" (SE-6)	
13.	D.O. Envelope with window 10.5"x4.5" (SE-6)	
14.	Envelope SE-8 size	
15.	Envelope A-4 size	

V. PRINTING OF INVITATION CARD (7"X5") WITH ENVELOPES superior quality ivory card will be used/duly printing bilingual i.e. one side hindi and other side English (Per hundred).

16.	Invitations card (7"x5") with envelope	
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VI. PRINTING OF BROWN FILE COVER, VIP FIL COVER, LOK SABHA FILE COVER AND RAJYA SABHA FILE COVER. (PER THOUSAND).

17.	Brown file cover as per sample	
18.	VIP file cover as per sample	
19.	Lok sabha file cover as per sample	
20.	Rajya sabha file cover as per sample	

## VII. PRINTING OF SLIP PADS ON 70 GSM BOND PAPER.

21.	5.5"8.25" size ruled per pad (50 sheets)	
22.	5.5"8.25" size ruled per pad (20 sheets)	
23.	5.5"8.25" size plain per pad (50 sheets)	
24.	5.5"8.25" size plain per pad (20 sheets)	

## VIII. PRINTING OF ACR FORMS PER PAGE.

25.	ACR Forms as per sample	
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## IX. PRINTED SIGNATURE BOARD, LEVEL PRINT SLIP, VISITOR'S SLIP PAD, BEST COMPLIMENTS AS PER SAMPLE.

26.	Signature board per thousand	
27.	Level print slip pad per thousand	
28.	Visitor's slip pad 100 sheets per pad	
29.	Best compliments pad 50 sheets per pad	