

No. D-29013(1)/2007-GA  
Government of India  
Ministry of Small Scale Industries &  
Agro and Rural Industries.

Udyog Bhavan,  
New Delhi, the 3<sup>rd</sup> May, 2007

To  
M/s.

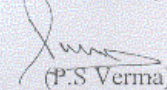
Subject: Furnishing of quotation for annual contract for printing of letter heads,  
D.O. Letters, Envelopes, etc. for the year 2007-08.

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 SSI & ARI 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 2007-08. You are, therefore, requested to send your rate quotations for the above printing job within ten days, latest by 15<sup>th</sup> May, 2007. The terms and conditions for the contract are as under:-

1. That the job of printing of letter heads, DO letter heads, envelopes, etc. is generally of urgent nature. Therefore, the material to be printed will have to be 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. That the quality of paper on which printing is to be done will be 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 on the discretion of the Ministry.

Yours faithfully,



(P.S. Verma)

Under Secretary to the Government of India.  
Tel. No. 23061636

Copy to: NIC, M/o SSI & ARI for placing the quotation on the web site of the  
Ministry.