

**No. D-29013(1)/2008-GA
Government of India
Ministry of Micro, Small and Medium Enterprises**

**Udyog Bhavan,
New Delhi, the 5rd May, 2008**

Subject: Furnishing of quotation for annual contract for printing of letter heads, D.O. Letters, Envelopes, etc. for the year 2008-09.

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 2008-09. You are, therefore, requested to send your rate quotations for printing job for the below mentioned items within ten days, latest by 15th May, 2008 alongwith earnest money deposit of Rs. 10,000/- (Rs. Ten thousand only) in the form of a DD/FDR in favour of DDO, M/o MSME. The tenders would be opened on **16th May, 2008 at 11.00 A.M** in Room No. 356A, Udyog Bhavan.

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 for Minister	100	
8.	Printed Plastic Folders (Ord)	100	
9.	Printed Plastic Folders (Khadi) for O/o Minister	100	
10	Printed File of Ministry	100	

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

1. That 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. 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 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.

Accordingly, you may, if interested, send your quotation to the undersigned on or before 15th May,2008 along with the earnest money deposit of Rs. 10,000/- (Rs. Ten thousand only) in the form of a DD/FDR in favour of DDO, M/o MSME.

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.