

No. D-29013(1)/2013-GA
Government of India
Ministry of Micro, Small and Medium Enterprises

Udyog Bhavan, New Delhi
Dated 7th May, 2013

To,

Received
Revised
14/05/13
M/s Dolphin Printo-Graphics,
4E/7, Pabla Building,
Jhandewalan Extension,
New Delhi- 110055

Subject: Annual Contract for printing of letter heads, D.O. letter heads, Envelops, file cover, D.O. letter head folder with envelops etc. for the year 2013-2014 (w.e.f. 01.05.2013 to 30.04.2014)- reg.

Sir,

I am directed to refer to this Ministry's letter of even number dated 11th April, 2013 on the subject mentioned above and to say that the competent authority in the Ministry has decided to award the annual contract for printing of following items for the year 2013-14 i.e. for the period w.e.f. 01.05.2013 to 30.04.2014 to your firm as per rates quoted below:-

Sl. No	Job Description	Unit	Rate (Rs.)
1.	Screen Printed DO Letter Head with Golden Embossing		
	A-4	1000	3750/-
	A-5	1000	3700/-
	A-8	1000	3500/-
2.	Screen Printed DO Letter Head		
	A-4	1000	3580/-
	A-5	1000	3500/-
	A-8	1000	3400/-
3.	Letter Heads of Ministry		
	A-4	1000	2600/-
	A-5	1000	2400/-
	A-8	1000	2350/-
4.	Screen Printed Enevelopes		
	10x4.5 (Window)	1000	2300/-
	10x4.5 (Ordinary)	1000	2200/-
	11x5 (Ordinary)	1000	2600/-

[Handwritten Signature]

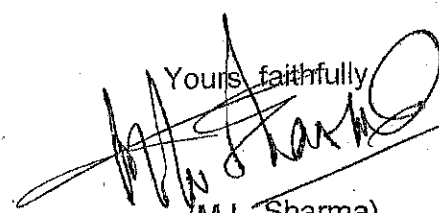
5.	Laminated Enevelopes (Special made) (8x10 Size) (10x12 Size) (12x16 Size) (16x20 Size)	1000 1000 1000 1000	3500/- 4200/- 6500/- 12400/-
6.	Screen Printed Invitation Cards(7x5)	100	1200/-
7.	Signature Pad Folders	100	28000/-
8.	Printed Plastic Folders (Solo)	100	1800/-
9.	Printed Plastic Folders (Khadi)	100	2200/-
10	Printed File Cover of Ministry	100	1400/-
11	Printed Slip Book Ordinary (20 pages of fine quality)	100	1600/-
12	Printed Slip Book Spiral (20 pages of fine quality)	100	1850/-
13.	D.O. Letter head folder with Envelopes A-4	1000	95000/-
14.	D.O. letter head folder with Envelopes A-5	1000	85000/-
15.	Visitor Slips	1000	2000/-
16.	Visiting Cards	100	310/-
17.	Support Board (Green Colour)	100	800/-

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

1. 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 the same.
2. The quality of paper on which printing is to be done will be 120 GSM Imported German/Italian DO paper for DO letter heads and 100 GSM Sunshine/Ballarpur paper for Envelopes or 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 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 send your acceptance to the undersigned along with the security deposit of Rs. 20,000/- (Rs. Twenty thousand only) in the form of DD/FDR in favour of DDO, Ministry of MSME within ten days of issue of this letter.

Yours faithfully



(M.L. Sharma)

Under Secretary to the Govt. of India
Tel. No. 23063293