

No. D-29013(1)/14-GA
Government of India
Ministry of Micro, Small & Medium Enterprises

Udyog Bhavan,
New Delhi, the 5/5/14, 2014.

To

As per List

Subject : Furnishing of quotations for annual contract for printing of D.O.Letter head, Letter Head, Envelopes etc. for the year 2014-2015 (w.e.f.01.06.2014 to 31.05.2015).

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 alongwith 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) and envelopes etc. for the year 2014-2015 (w.e.f, 1st June, 2014 to 31st May, 2015). You are, therefore, requested to send your rate quotations for printing job for the below mentioned items on or before 3.00 PM. of 22nd May, 2014 alongwith earnest money deposit of Rs. 10,000/- (Rupees ten thousand only) in the form of Demand Draft in favour of DDO, Ministry of MSME.

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 A-8	1000	
4.	Screen Printed Envelopes 10 x 4.5 (Window) 10 x 4.5 (Ordinary) 11 x 5 (Ordinary)	1000	
5.	Laminated Envelopes (Special made) (8 x 10 size) (10 x 12 size) (12 x 16 size) (16 x 20 size)	1000	
6.	Screen Printed Invitation Cards (7 x 5 size)	100	
7.	Signature pad folders	100	
8.	Printed Plastic Folders (Solo)	100	
9.	Printed plastic Folders (Khadi)	100	
10.	Printed File Cover of Ministry (Good quality with cloth corner)	100	
11.	Printed Slip book Ordinary (20 pages of fine quality)	100	



12.	Printed Spiral Book (20 pages of fine quality)	100	
13.	D.O. letter head folder with Envelop A-4 size	1000	
14.	D.O. letter head folder with Envelop A-5 size	1000	
15.	Visitor Slips	1000	
16.	Visiting Cards	100	
17.	Support Board (Green colour)	100	

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 that.
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. The Printers should have complete infrastructure. The official of this Ministry can inspect the printing press any time, if required..
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/- (Rupees 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.
5. The firms are required to prove their competence for undertaking the job in question and shall, therefore, furnish their standing and goodwill through a certificate/documentary proof of having served different Ministries/Departments with their complete address and telephone numbers along with PAN/TAN, Service Tax No. etc. List of present contracts in Govt. Departments may also be enclosed with the quotations.
6. The firm shall produce an undertaking that it has never been blacklisted by any Government Deptt./Office/organization.

Interested parties may submit their rate quotation in a sealed envelop superscribing 'Quotations for printing job in the Ministry of MSME' addressed to the Under Secretary (GA), Ministry of MSME, Room No. 429-D, Udyog Bhavan, New Delhi-11 immediately latest by 3.00 P.M. of 22nd May, 2014 alongwith earnest money deposit of Rs. 10,000/- (Rupees ten thousand only) in the form of Demand Draft/ Pay Order only in favour of DDO, Ministry of Micro, Small & Medium Enterprises. Quotations without earnest money deposit of Rs. 10,000/- (Rupees ten thousand only) will not be considered. The quotations will be opened on the same day in Room No. 429-D, Udyog Bhavan, New Delhi at 3.30 P.M. in the presence of such tenderers who wish to be present.

Yours faithfully,



(Dusru Kudada)

Under Secretary to the Government of India
Tel. No. 2306 3293

Copy to : NIC (for placing the tender on the web site of the Ministry).