

No.D-29011/1/2015-Genl
Government of India
Ministry of Minority Affairs

11th Floor, Paryavaran Bhavan
CGO Complex, Lodhi Road
New Delhi-110003

Dated: the 7 March, 2016

To

(As per list enclosed)

Subject: Invitation of Quotation for printing of D.O. letters, Envelops, Visiting cards, Greeting cards etc-reg.

Sir,

I am directed to invite quotations for printing works of this Ministry and request you to forward the rates of printing in the proforma at Annexure I. Samples of the above items may be seen/obtained from General Section, 11th Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003 before submitting the tender.

2. The sealed quotation superscribed as "Quotation for printing DO letters etc." may be dropped latest by **3. 00 P.M.** on or before 22 /03/2016 in the tender box kept in the **Ground floor of the Ministry, on the Ground Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003.** Quotations received after due date and time will not be accepted. The quotation will be opened at **3.30 PM**, the same day in **Room No.1151, 'B2' wing 11th Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.** You or your representative is at liberty to be present at the time of opening of tender.

3. The quotation may be sent along with the demand draft of **Rs. 5,000/-** in favour of **DDO, M/o Minority Affairs, New Delhi** as earnest money. The EMD of the unsuccessful bidders will be returned after finalization of the contract. The EMD of successful bidder would be returned after he/she furnishes the performance security of the prescribed amount.

4. The rates quoted should be valid for a period of one year from the date of awarding the contract. If the services rendered by you are not found satisfactory at any point of time during the period of the contract, the contract is liable to be cancelled without any

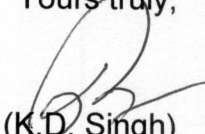


notice. The samples of the paper to be used are also required to be furnished. The good quality thickest and whitest paper be used in **DO letters and Envelope**.

5. The firm must be registered with service tax department and must enclose the registration Certificate / TIN. The firm should also have the experience of **03 years** in the field of printing work in Central Govt./State Govt. departments.

6. Disputes, if any, arising in the matter shall be settled by an arbitrator nominated by Head of the Department of the ministry. The contract shall be subject to Indian Laws and Jurisdiction of Delhi

Yours truly,



(K.D. Singh)

Under Secretary to the Govt. of India

Copy to:

1. Technical Director (NIC) for web based publicity of the Tender.

S. No.	Description of the Items	Rates per pad of 100
1.	D.O. letter head A4 size (Single colour printing)	
2.	D.O. letter head A4 size (with logo embossed in gold colour)	
3.	D.O. letter head A5 size (Single colour printing)	
4.	DO letter head A5 size Emb (With emboss logo in gold colour)	
5.	DO letter head medium size (Single colour printing)	
6.	D O letter head medium size Emb (With logo embossed in gold colour)	
7.	Envelopes - without window	
8.	Envelopes - window	
9.	Visiting Cards	
10.	Visiting Slips	
11.	Greeting Cards (With logo embossed in gold colour)	
12.	Greeting card in four colours printing	
13.	Invitation Card	
14.	Visiting Card on Handmade Paper	
15.	Letter Head on Hand made Paper - A4	
16.	Letter Head on Hand made Paper - A5	
17.	Letter Head on Hand made Paper - A6	
18.	Continuation sheet on Hand made Paper - A4	
19.	Continuation sheet on Hand made Paper - A5	
20.	Slip Pad A/8 size single colours	
21.	Slip Pad A/4 size single colours	
22.	Envelops window on Handmade Paper SE-6	
23.	Envelops window on Handmade Paper SE-5	
24.	Envelops window on Handmade Paper A-4	
25.	Envelops without window SE-6	
26.	Envelops without window SE-5	
27.	Envelops without window A-4	
28.	File Cover of Minister with printing	
29.	Plastic folder with Printing	
30.	Letter Folder with Envelop - A4	
31.	Letter Folder with Envelop - A5	
32.	Signature Card with Printing - A4	
33.	Separator sheet	